



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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| AGENCY: PERSONNEL MANAGEMENT | SYS. POSN. NO: 1490000175 | REF. NO: DPM 09-49 | |
| WING: HUMAN RESOURCE ADVISORY & COMPLIANCE AUDIT | DESIGNATION/CLASSIFICATION: ADVISOR Grade 13 | | |
| DIVISION: HIGHLANDS REGIONAL OFFICE | LOCAL DESIGNATION: STAFFING & ESTABLISHMENT ADVISOR | | |
| BRANCH: HUMAN RESOURCE ADVISORY SERVICES | REPORTING TO: SNR S&E ADVISOR | SYS. POS. NO: 1490000171 | REF. NO: DPM 9-48 |
| SECTION: STAFFING & ESTABLISHMENT | LOCATION: WAIGANI | | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|------------------|--|-----------------|
| | Refined Structure approved date: 02 July 2020. | Abolish/Create. |

2. PURPOSE

Responsible to the S&E Manager through the Senior S&E Advisor for the monitoring and reporting on Staffing and Establishment for all Southern Region Provincial Administrations, Public Hospitals and Provincial Health Authorities for the section on a monthly, quarterly and annual basis as well as providing statistical reports for Budget Review and the Organization, Staffing and Personnel Emoluments Audit Committee (OSPEAC) purposes.

3. DIMENSIONS

| | | |
|-----------------|------------------------|--------------|
| Financial - Nil | Staff supervised - nil | Others - Nil |
|-----------------|------------------------|--------------|

4. PRINCIPLE ACCOUNTABILITIES

4.1 Effective interpretation of the Division's MAP and Branch work plans in order for the Section to support achieve DPM's objectives.

4.2 Effective sound and accurate interpretation of the Public Service (Management) Act 2020, Public Finance Management Act and the Public Service General Orders (2012) and Business Processes to clients.

4.3 Effective monitoring and reporting on S&E on a fortnightly, monthly, quarterly and annual basis.

4.4 Timely provision of reports for the Budget Review Process and to OSPEAC.

4.5 Effective records management of all S&E review outcomes.

5. MAJOR DUTIES

- 5.1 Provide appropriate advice (verbal/written) on the Public Service (Management) Act 2020, Public Finance Management Act and the Public Service General Orders (2012) and Business Processes pertaining to S&E to clients.
- 5.2 Undertake S&E desk top analysis on sector agency establishments against Ascender Payroll on a fortnightly basis and provide report to agency on identified discrepancies for corrective actions to be taken.
- 5.3 Facilitate logistical arrangements and ensure that the S&E Tool kit is ready in preparation for the Annual S&E Review meetings.
- 5.4 Prepare S&E findings in preparation for Annual Budget Reviews in a timely manner.
- 5.5 Assist Manager prepare S&E reports for the OSPEAC in a timely manner.
- 5.6 Establish and maintain all S&E records.
- 5.7 Attend S&E meetings and document outcomes of the meeting.
- 5.8 Provide a progressive weekly/fortnightly activity report on assigned activities.

6. NATURE AND SCOPE

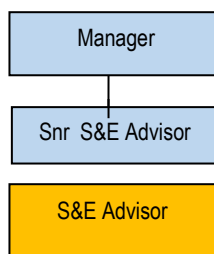
The job focuses on fortnightly, monthly, quarterly and annual monitoring and reporting of Staffing and Establishment for all Highlands Region Agencies. It also ensures that Reports are ready and provided for the purposes of the Budget Review Process and the Organization, Staffing and Personnel Emoluments Audit Committee (OSPEAC).

The scope of the job is limited to Provincial Administrations, Public Hospitals and Provincial Health Authorities.

6.1 WORKING RELATIONSHIPS

(a) Internal

- This position reports directly to the Senior Staffing & Establishment Advisor.



- The incumbent liaises closely with the Senior S&E Advisor of the Section and subordinates and other relevant DPM divisions (MIS, I&EC).

(b) External

- The incumbent as and when required liaises with key departments (Treasury, Finance).
- Liaises with HRD Managers and counterparts of Southern Region Agencies.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visitation to government agencies within and outside of National Capital District to carry out S&E reviews is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures - Public Service (Management) Act 2020, Public Service General Order, Business Process Public Finance Management Act, Code of Conduct and Business Ethics, DPM Circular Instructions and Financial Instructions.

Decision - No

Recommendations - Yes

8. CHALLENGES

Key challenges for the job include: effective implementation of the Branch Annual Work Plan, timely monitoring and reporting, timely feedback from clients.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Degree in Public Administration, Public Policy or other qualifications acceptable to Secretary, DPM.

(b) Knowledge: Must have excellent knowledge of the following:-

- Public Service (Management) Act 2020, General Orders, Business Processes
- Public Finance (Management) Act & relevant financial policies
- Public Service Policies, Procedures, Practices and Systems
- Organic Law on Provincial and Local Level Government

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Program Budgeting
- Written and Oral (presentation) communications
- Interpretation and research
- Public Relations & Inter-personal
- Investigation, negotiation,
- Numerical
- Analytical
- Computer (Microsoft Word, Excel spreadsheet)

(d) Experience

A minimum of 5 years of work experience in the area of S&E Review and Budgeting.