



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000203	REF. NO: DPM 09-81	
WING: HUMAN RESOURCE ADVISORY & COMPLIANCE AUDIT	DESIGNATION/CLASSIFICATION: ADVISOR Grade 13		
DIVISION: NATIONAL AGENCIES DIRECTORATE	LOCAL DESIGNATION: CONTRACT ADMINISTRATION & EMPLOYMENT (C&NC) ADVISOR		
BRANCH: HUMAN RESOURCE ADVISORY SERVICE	REPORTING TO: SNR CA&E (C&NC) ADV.	SYS. POS. NO: 1490000202	REF. NO: DPM 09-80
SECTION: CONTRACT ADMINISTRATION & EMPLOYMENT (CITIZEN & NON CITIZEN)	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 Senior CA&E Advisor for the efficient and effective administration of Contracts of Employment for National Senior Officers, Short Term Contract Employment and Non-Citizens in the Public Service specifically within the National Agency Directorate.

3. DIMENSIONS

Financial - Nil	Staff supervised - Nil	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Efficient and effective administration and interpretation of contracts of employment.
- 4.2 Effective client service on contract matters in line with the Public Service (Management) Act), SCMC Act, Public Employment (Non-Citizens) Act and the Public Service General Orders (2012).
- 4.3 Effective maintenance of contracts database.
- 4.4 Report on individual activities on a weekly basis

5. MAJOR DUTIES

- 5.1 Assist facilitate contracts for the sector in line with the work plan for the branch.
- 5.2 Assist provide sound interpretation on the Contracts of Employment for citizens and non-citizens in line with the Public Service (Management) Act and the Non-Citizens Act and relevant policies.
- 5.3 Advice clients (agency HRM/contract officers) on matters related to the application of terms and conditions including benefits and entitlements applicable to the various categories of contract employees after consulting with both senior advisors.
- 5.4 Assist carry out Cost Benefit Analysis against Personnel Emoluments budget to determine eligibility to process contract.
- 5.5 Assist in maintaining the database on number of contracts awarded and cost of contracts.
- 5.6 Assist Senior Advisors on complexities of the contracts and source solutions.
- 5.7 Check with sector staff and assist update the contracts database.
- 5.8 Participate in other cross functional activities within the division as and when required.
- 5.9 Provide progressive weekly activity report on all assigned activities.

6. NATURE AND SCOPE

The job revolves around provision of advisory services as well as compliance checks undertaken on national citizen and non-citizen contracts ensuring compliance with the Public Service (Management) Act 2020, SCMC Act, Public Employment (Non-Citizens) Act and the Public Service General Orders (2012), before facilitation of contracts.

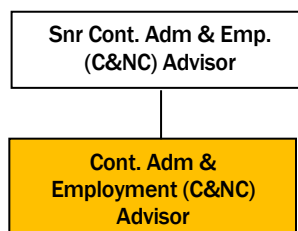
The position must also ensure all contracts are properly recorded into a database and effectively monitored for sound reporting purposes.

The scope of the job is limited to Agencies/Departments, Public Hospitals and PHAs in the National Agency Directorate.

6.1 WORKING RELATIONSHIPS

(a) Internal

- This is one of three positions that reports directly to the Senior Contract Administration & Employment Advisor.



- Consults and liaises with officers at the same level within the Division and other relevant DPM divisions (Legal & Investigations, Industrial & Employment Conditions, MIS & S).

(b) External

- The incumbent as and when required liaises and consults with counterparts from other National Agency/Departments, Public Hospitals & PHAs.
- Liaise with HRM Managers at Provincial level.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures – Job operates within the precincts of the Public Service (Management) Act 2020, Public Service General Order, Code of Conduct and Business Ethics, Public Finance (Management) Act, DPM Circular Instructions. Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of human resource management policies, practices and procedures.

Decision- Effective and appropriate advice on the implementation processes relating to delegated powers from the Secretary under Section 23 of the Public Service (Management) Act and allocation of work assignments to subordinate officers.

Recommendations - Facilitate effective approval process on contract administration practices by line departments.

8. CHALLENGES

Key challenges for the job include: effective implementation of the Section Annual Work Plan, records management, timely, effective and efficient execution and completion of contract reviews and resource constraints.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- A minimum requirement of Diploma in Human Resource Management or Public Administration from a recognized institution with relevant experiences can be considered.
- First degree from a recognized University

(b) Knowledge

- Public Service (Management) Act, General Orders, Business Processes
- Contract Administration, DPM Circular Instruction
- Public Finance (Management) Act, Finance Instructions
- Public Service Policies, Procedures, Practices and Systems
- Non-Citizens Employment Act & Non-Citizens Terms & Conditions of Employment
- NCTA Regulations
- Public Employment Act, Contract Employment policies
- Industrial Laws

Skills - Ability to demonstrate the following at a high level:-

- Written and Oral (presentation) communications

- Interpretative and research
- Public Relations & Inter-personal
- Investigation, negotiation
- Analytical
- Numerical
- Computer (Microsoft Word, Excel spreadsheet)

(c) Experience

A minimum of 3-5 years of work experience in the area of HRM and in particular in Personnel and Contract administration.