



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000380	REF. NO: DPM 10-23	
OFFICE:	DESIGNATION/CLASSIFICATION: CAPACITY BUILDING OFFICER <i>Grade 12</i>		
DIVISION: CAPACITY BUILDING & DEVELOPMENT (CB&D)	LOCAL DESIGNATION: CAPACITY BUILDING OFFICER		
BRANCH: CAPACITY BUILDING	REPORTING TO: SNR OFFICER	SYS. POS. NO: 1490000379	REF. NO: DPM 10-22
SECTION: VARIOUS	LOCATION: WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	15/11/2000	Transfer/Reno/Redes/Rev JD
IMPL:6-2-2	21/11/2003	Abolish/Create
IMPL 6-2-2	18.9.07	Reno/Revised JD
HRAS 8-1-0	14.8.14	Revised
HRAS&CB	29.03.16	Reno/Redesignate
CB	02/07/19	Transfer from HRAS/Reno/Redes/Revise JD

2. PURPOSE

- Responsible to the Senior Advisor for implementation of HR policies and processes in the public sector to enhance capacity through HR Business Process workshops and other learning techniques such as on the job.

3. DIMENSIONS

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

- 4.1 Effective implementation of HR policies and processes for public sector capacity building as it resonates the department objectives.

5. MAJOR DUTIES

- 5.1 Provide sound clientele advice (verbal/written) to public sector agencies relating to Business Processes and other learning techniques, in line with the Public Service (Management) Act (2014),

General Orders, Business Processes, other government legislations, policies and circular instructions.

5.2 Prepare logistics prior to any capacity building engagements/workshops in a timely manner.

5.3 Assist with facilitation in any capacity building engagements/workshops

5.4 Assist with identification and implementation of appropriate learning techniques for the requesting agency consistent with the Capability Needs Analysis (CNA) outcomes.

5.5 Assist document all valid issues and concerns collated in workshops, seminars, meetings for further processing on the database.

5.6 Assist with the recording of all flaws, discrepancies and required amendments and prepare Discussion Paper for deliberation by the General Order Review Committee and the Business Process Review Committee.

5.7 Participate in other cross functional activities within the division whenever required.

5.8 Provide progressive weekly activity report on all assigned activities for the branch.

6. NATURE AND SCOPE

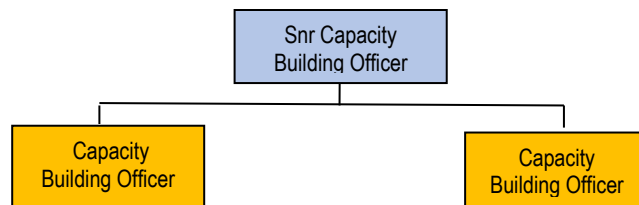
The job revolves around capacity development provided to the public sector population through rolling out of the HR Business Process Manual.

The scope of the job is limited to Provincial Administrations, National Departments, Public Hospitals and Government Funded Agencies.

6.1 WORKING RELATIONSHIPS

(a) Internal

- This is one of two positions that report directly to the Senior Officer – Capacity Building



- The incumbent liaises closely with the other colleagues of the division, Corporate Services, Policy Wing.

(b) External

- The incumbent liaises and consults with counterparts from other line departments, public hospitals, PHAs and provincial administrations.
- Liaises with HRD Managers, RTOs and PILAG

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani and where required, official visits to government agencies within and outside of National Capital District to undertake capacity enhancement programs is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures – Job operates within the precincts of the Public Service (Management) Act, 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- nil

Recommendations – nil

8. CHALLENGES

Key challenges for the job include: effective implementation of Branch Work Plan, timely feedback from agencies, records management and resource constraints.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Degree in Management preferably in HRM or Public Administration, or other qualifications acceptable to Secretary, DPM.

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

- Public Service (Management) Act, General Orders, Business Processes
- Public Finance (Management) Act
- Public Service Policies, Procedures, Practices and Systems
- Organic Law on Provincial and Local Level Government
- District Development Authority Act, PHA Act
- Training & Development Policies

(c) Skills - Ability to demonstrate the following skills fairly

- Logistics
- Program Budgeting
- Written and Oral communications
- Presentation/Facilitation
- Public Relations & Inter-personal
- Capacity Needs Analysis
- Negotiation, numerical
- Analytical
- Computer (Microsoft Word, Excel spreadsheet)

(d) Experience

A minimum of 2-5 years of work experience in the area of capacity development preferably in the Public Sector is essential.