



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> <i>Department of Personnel Management</i>	<b>SYS. POSN. NO:</b> 1490000434	<b>REF. NO:</b> <i>DPM 11-13</i>
<b>OFFICE:</b> <i>Corporate Affairs &amp; Capability Building</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Salary &amp; Edits Officer, Grade 12</i>	
<b>DIVISION:</b> <i>Strategic Human Resource Management (SHRM)</i>	<b>LOCAL DESIGNATION:</b> <i>Salary &amp; Edits Officer</i>	
<b>BRANCH:</b> <i>Payroll Management</i>	<b>REPORTING TO:</b> <i>Payroll Functional Unit Heads</i> <b>SYS. POS. NO:</b> <b>REF. NO:</b> <i>DPM 11-12</i>	
<b>SECTION:</b> <i>Payroll Management</i>	<b>LOCATION:</b> <i>Central Government Office, Waigani</i>	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<i>Org: 1/19</i>	<i>02 July 2019</i>	<i>Create</i>

**2. PURPOSE**

To assist Senior Salary Officer to process Salaries & Allowances and to ensure that DPM Staff receive their wages & salaries/cheques on time.

**3. DIMENSIONS**

Financial:

Staff: Reports to the Senior Salary Officer or to the Personnel Officer in absence of his/her superior.

Others: The position includes budgetary responsibilities.

**4. PRINCIPLE ACCOUNTABILITIES**

- Responsible and accountable to the Senior Salary Officer for the accurate calculation of salaries & allowances, sanctioning payments of salaries, allowances and deductions and finally, the proper custody and timely payment of wages & salaries/cheques.
- Between Divisions, responsible for assisting the Edits Clerk in submission of edits to HRMIS Payroll Management on time to facilitate scheduled Edits runs.

**5. MAJOR DUTIES**

- Assist in processing and calculations of entitlements relating to all types of leave, salaries & allowances, new commencements, promotions, transfers and separations (retrenchment, termination) including other deductions.
- Assist in the maintenance of Personnel Records.
- Process and check all variations related to wages & overtime claims and ensure that all claims are verified for payment.
- Ensure that all salaries & wages are paid and personnel records are updated.

- Ensure that Departmental Annual Leave Roster and Leave Fare Schedule are compiled and consistent with the budget.
- Monitor Expenditure on leave fares and provide reports on a quarterly basis.

## 6. NATURE AND SCOPE

This position requires an incumbent with a degree or certificate as he/she will provide competent reports to the Senior Salary Officers and Management as part of their budgetary responsibilities.

### 6.1 Working Relationships

#### Internal:

- Reports to the Senior Salary Officer
- Liaise and consult with other HR Officers and Departmental officers on matters regarding salary and wage administration.
- Liaise and consult with Payroll Officers and Finance Officers in the MIS Division.

#### External:

Consults with Officers in Treasury and Planning Departments

### 6.2 WORK ENVIRONMENT

This is Salary Officer Position which in Payroll Management Branch under the Strategic Human Resource Management Division in DPM, Waigani, Port Moresby.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position works within stick guidelines and policies

<b>Rules and Procedures</b>	<ul style="list-style-type: none"> <li>• Public Service Management Act</li> <li>• General Orders</li> <li>• Public Service Code of Conduct</li> </ul>
<b>Expected Behaviors</b>	<ul style="list-style-type: none"> <li>• Transparency – share information freely with clients.</li> <li>• Customer Service – answer phones within 3-6 rings. Also, attend to clients in the office immediately.</li> <li>• Timeliness – respond to clients requests within a day</li> <li>• Accuracy – precise calculations of wages, salaries, allowances etc. with minimal error.</li> </ul>
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>
<b>Decision-making ability</b>	<ul style="list-style-type: none"> <li>• Nil Formal approval to be given by Executive Management.</li> </ul>

## 8. CHALLENGES

The position requires an incumbent who is thorough and pays attention to detail particularly regarding accurate calculations on wages, allowances, and salaries etc. He/ she is required to ensure that the Department's staff are receiving the right entitlements as required.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

- Essential: *Diploma in Business Management majoring in Human Resources or Accounting*
- Desirable: *Certificate in Accounting or Human Resources*

### (b) Knowledge

Must possess a proficient level of knowledge in the following:

- Government Payroll and HR Systems (Alesco Systems)

- Public Service General Orders
- Public Service Management Act
- Organic Law on Provincial and LLG
- Public Finance (Management) Act
- PNG Employment Laws and Practices
- Conversant with Human Resource functions

**(c) Skills and Competencies**

- a. Proficient user of latest computer applications – particularly spreadsheet and database
- b. Public Relations and Interpersonal skills
- c. Customer service skills
- d. Analytical and Negotiating skills
- e. Good written and Oral Communication
- f. Payroll Access and Navigation

**(d) Experience**

- a. A minimum of Three (3) years' work experience in a salary processing function.
- b. Experience in either the public or private sector is favored.