



**DEPARTMENT OF PERSONNEL MANAGEMENT**  
*Office of the Secretary*

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**CIRCULAR INSTRUCTION NO. 28 OF 2021**

**DATE: SEPTEMBER 13, 2021**

**TO: ALL NATIONAL DEPARTMENTAL HEADS  
ALL PROVINCIAL ADMINISTRATORS  
ALL HEADS OF PUBLIC AUTHORITIES  
ALL HEADS OF OTHER PUBLIC AGENCIES**

**SUBJECT: REVIEW OF JOB DESCRIPTIONS FOR ALL DEPARTMENTAL HEADS,  
PROVINCIAL ADMINISTRATORS & OTHER HEADS OF PUBLIC  
AGENCIES**

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The Department of Personnel Management is undertaking an exercise to **REVIEW THE JOB DESCRIPTIONS** for all Departmental Heads, Provincial Administrators, and Heads of Regulatory Statutory Authorities positions.

In accordance with General Order 2 under Staffing, Establishment and Organizational Development; Clause 2.57 stipulates that the Secretary for DPM may at any time in accordance with his or her powers under the Act can direct a Departmental Head to review and alter under sub-section (C), the Job Description of any position.

DPM is currently updating its database on Job Descriptions (JD) for all Executive positions within the Public Service. Ninety percent (90%) of the Job Descriptions in the Public Service are outdated, while on the other hand, corporate plans are regularly reviewed and updated.

The importance of an updated Job Description is two-fold:

1. To ensure the most suitable applicant is recruited to fit the management and the overall organization's expectations of the position.
2. An updated Job Description will manifest in employees carrying out work accountabilities that are relevant to or aligned properly with an organization's current policy and corporate plan which means the achievement of the subsequent vision, mission, goals and objectives of the organization is a shared interest.

**“RISE UP, STEP UP, SPEAK UP”**

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As a result, this review exercise is a compulsory undertaking whereby all concerned stakeholders are to comply.

**Requirements:**

All Departments, Provincial Administrations and Statutory Authorities are required to use OD form 2.7 under General Order 2 as the standard Job Description template.

As the heads of your respectful organizations, you are to nominate a Human Resource (HR) delegate in charge of the Organizational Development (OD) section to work in consultation with the Department of Personnel Management's "JD Review Team" to carry out this exercise.

Your OD officers are to ensure you have the following documents in place to write and review your Job Description;

- Corporate Plan
- Organizational Structure & Functional Responsibilities
- Key Result Areas(KRA)

DPM anticipates the completion of the project by the fourth(4<sup>th</sup>) Quarter of 2021. As the HR Department of the Public Service, it is our priority to ensure that all Government Agencies have well-structured Job Descriptions in place to ensure we attract the best-suited applicants for the positions we advertise and to ensure the roles and responsibilities of each employee complements and contributes to the achievement of its respective organization's plans and objectives.

Our JD Review team will be available to conduct a session on the proposed project of the Job Description Review between Third and Fourth Quarters of 2021.

All completed Job Descriptions are to be emailed or delivered to the following address:

Attention: Executive Manager – Executive Search & Appointment  
Executive Search and Appointment Division  
P O BOX 519,  
**Waigani**  
National Capital District

Email: [exrecruit21@gmail.com](mailto:exrecruit21@gmail.com)

Contact Number: 3276390

Please prepare your updated Job Descriptions and have a copy submitted to the Department of Personnel Management by **Tuesday 30<sup>th</sup> November 2021**.

I appeal to all Departmental Heads, Provincial Administrators and Heads of Regulatory Statutory Authorities to work collaboratively with DPM so that we all serve our Public Offices to the best of our abilities, aligned with the goals of the Government of Papua New Guinea.

**TAIES SANSAN (MS)**  
Secretary







## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> (Name of Department/Prov. Admin/ Public Hospital/Govt Funded Agency)	<b>SYS. POSN. NO:</b> (10 digit concept payroll no.)	<b>REF. NO:</b> (Posn. No.)
<b>OFFICE:</b> (Name of Office if it is none of the above)	<b>DESIGNATION/CLASSIFICATION:</b> (GO job designation/classification)	
<b>DIVISION:</b> (Name of Division where position is located)	<b>LOCAL DESIGNATION:</b> (As per agency structure)	
<b>BRANCH:</b> (Name of Branch where position is located)	<b>REPORTING TO:</b> (Immediate Supervisor)	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION:</b> (Name of Section where position is located)	<b>LOCATION:</b> (Place where the position is located)	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

## 2. PURPOSE

(Short and accurate or factual statement of why the job exists. This is to ensure significance of the job from the organization's point of view. It leads to questions like:- 2.1 - what part of the organization's total purpose is achieved by this job; 2.2 - what is its contribution to the organization; 2.3 - what would not get done if it did not exist at all; 2.4 - why is this job needed at all)

## 3. DIMENSIONS

(Records significant/relevant quantities on which the job has some direct or indirect impact on. It gives the scope and scale of the job. Normally it portrays the amount of finance it is accountable to, the number of staff it supervises and resources (equipments/facilities)

## 4. PRINCIPLE ACCOUNTABILITIES

(Indicate the expected end result of each action (how). These are statements that describe the major functions of the organization to ensure the end results are achieved to fulfill the objectives of the agency (what). It is from the principle accountabilities that the major duties are designed)

## 5. MAJOR DUTIES

(All the tasks that the position holder is required to perform)

## 6. NATURE AND SCOPE

(This is the narrative part of the job description which must not be long and should not list every activity of the job but will give examples that will help to illuminate the job. It may help to think how you would describe the job to a friend who knew nothing about it, and then jot down the main elements. It states the location of job within organization and its reporting relationships i.e. to whom the job reports, other jobs reporting to the same supervisor and the nature of any staff relationship)

## 6.1 WORKING RELATIONSHIP

- (a) **Internal**  
(Explains job relativity internally)
- (b) **External**  
(Explains job relativity externally)

## 6.2 WORK ENVIRONMENT

(This explains the background of the position whether it is statutory, specialist, technical or administrative- which sets the scene).

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

(Principle strategies, policies, precedents, rules, instructions within which the job operates. Authority the job holder has to make/take decisions)

- **Rules/procedures**
- **Decision**
- **Recommendations**

## 8. CHALLENGES

(That part of the job which, in the job holder's view, presents the greatest challenge to a fully competent job holder. This statement should also indicate why it is a challenge)

**9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

*(Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)*

- (a) **Qualifications**
- (b) **Knowledge**
- (c) **Skills**
- (d) **Work Experience**