



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Department of Personnel Management</i>	SYS. POSN. NO.: 1490000087	REF. NO.: DPM 04-23
OFFICE: <i>(Name of Office if it is none of the above)</i>	DESIGNATION/CLASSIFICATION: <i>Research Officer/Grade 12</i>	
DIVISION: <i>Govt Pay Policy & Industrial Relations</i>	LOCAL DESIGNATION: <i>Research Officer (SCMC/CSC)</i>	
BRANCH: <i>Salaries & Conditions Monitoring Committee (SCMC)</i>	REPORTING TO: <i>SCMC Manager</i>	SYS. POS. NO.: REF. NO.:
SECTION: <i>Policy Development & Reforms Wing</i>	LOCATION: <i>Morauta House, Waigani</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>(Agency Reference/File No.)</i>	29-March-2016	<i>Transfer from Policy Wing</i>

2. PURPOSE

The position is responsible for providing support roles to the Salaries & Conditions Monitoring Committee (SCMC) and the Consultancy Steering Committee (CSC) Secretariats within the Government Pay Policy & Industrial Relations Division.

3. DIMENSIONS

4. PRINCIPLE ACCOUNTABILITIES

- Assist in ensuring that the SCMC Secretariat and the SCMC Proper meetings are convened and minuted.
- Assist in ensuring that an SCMC/CSC decision/advice is communicated in a timely manner.
- Assist in effectively and efficiently maintaining a database on Consultants in the Public Service, Organization Structures, Salaries and other Employment Terms and Conditions of Statutory Agencies.
- Help in reviewing the terms and conditions, policies and practices of Public Authorities for compliance with the SCMC Act.
- Provide assistance to the SCMC Manager in the administration and arrangement of SCMC meetings and CSC matters.
- Analyse, comment upon and make appropriate recommendations on submissions to the CSC and the SCMC.
- Provide reports and brief to SCMC Manager for presentation as Agenda Items to the SCMC Secretariat and SCMC Proper.
- Ensure that the policies, systems and procedures used by Statutory Bodies are in compliance with Government Pay Policy
- Ensure that the Consultancy Contracts submitted to the CSC meet Government requirements
- Seek Legal Clearance from the State Solicitor's Office for Consultancy Agreements
- Support Agencies in getting Visa Extensions for Consultants

5. MAJOR DUTIES

- Administration of the SCMC Act 1988
- Facilitate & Monitor the Engagement of Consultants in the Public Service

6. NATURE AND SCOPE

- Coordination and monitoring of government pay policy
- Implementation of government pay policy
- Engagement of Consultants in accordance with GO 12

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to SCMC Manager
- Where required, may be called directly by DPM Secretary, who is also the SCMC/CSC Chairman
- Division/Branch heads at DPM
- At times may also be accountable to the Senior Research Officer (SCMC)

(b) External

- Liaise/consult with Senior Officials and Departmental Heads and CEOs/MDs of Statutory Authorities on SCMC/CSC related matters
- Unions where appropriate

- *Public Service Industrial Relations/Inquiries where necessary*

6.2 WORK ENVIRONMENT

This is a technical position responsible for providing advice to internal and external clients on government pay policy matters consistent with the various Acts and Legislations.

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

- *University Degree, preferably in Human Resource Management and/or Psychology from a recognized University, or a Degree in other related disciplines within the Social Sciences – such as Economics, Political Science, Public Administration and/or Public Policy Management.*

(b) Knowledge

- Public Service (Management) Act
- Public Service General Orders
- Public Finance Management Act
- SCMC Act 1988
- RSA Act
- SRC Determinations

(c) Skills

- Effective Communications Skills
- Research and Analytical Skills
- Negotiation and Advocacy Skills
- Report Writing Skills
- Computer Literacy and Numeracy Skills
- Public Relation Skills

(d) Work Experience

- Minimum of three (3) years work experience in an Industrial Relations and Advocacy working environment.