

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000110	REF. NO: DPM 08-20
OFFICE: DPM	DESIGNATION/CLASSIFICATION: HRMIS Training PS GRADE 12	
DIVISION: MISS DIVISION	LOCAL DESIGNATION: HRMIS Training	
BRANCH: HRMIS Training	REPORTING TO: NO: Team Leader HRMIS	SYS. POS. NO: REF.
SECTION:	LOCATION: Central Government Office - Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	02 July 2019	Created
	02 July 2019	Renumbered

2. PURPOSE

Provide leadership role in all activities associated with HRMIS Training Branch and ensure Ascender users are provided with adequate knowhow through training and assessments and support to effectively perform their duties and responsibilities to navigate the Ascender Payroll and other MIS Systems.

3. DIMENSIONS

Financial: Nil
Staff: 4
Others: Office Stationary and Branch equipment

4. PRINCIPLE ACCOUNTABILITIES

Assist in coordinating training on HR and Payroll activities with the branch and line agencies on issues arising from the Integrated HR Payroll Information System and other Management Information Systems when introduced by DPM for the PNG Public Service.

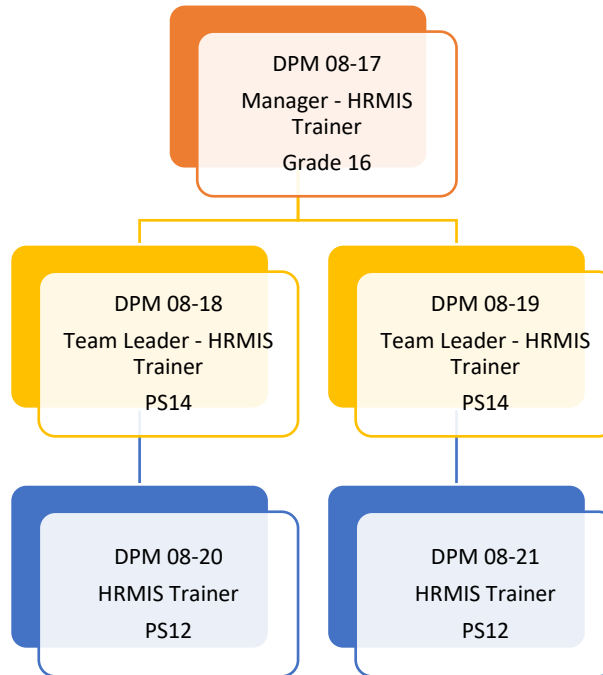
5. MAJOR DUTIES

- 5.1 Assist Team Leader Develop Training plans and programs to Provide:
 - ICT “Introductory and Basic” Training on latest Systems and Technology trends,
 - provide initial Ascender Pay User training for online agencies accessing and using GoPNG Ascender Pay IHRPS System,
 - provide training for Performance & Management System (PMS) for online agencies accessing and using GoPNG Ascender Pay IHRPS System when required
 - Provide training for other internal Systems (PS Retirement System, DPM Correspondence tracking system) to all National Agencies, Provincial Administrations, Public Hospitals and Statutory Bodies on the use of Integrated HR and Payroll Information System.
- 5.2 Assist new development initiatives on the Integrated HRMIS and Payroll System are supported and communicated to all Ascender Users when training is conducted.
- 5.3 Assist train users to prepare fortnightly, quarterly, biannual and annual Establishment report for management information on the manpower and expenditure trends for budgetary purposes.
- 5.4 Assist identify new users of HRMIS Systems and provide leadership to facilitate and conduct user training for new users.
- 5.5 Assist train users to carry out quality checks on their structure loads, New Hires and Transfers of Public Servants using the Integrated HR and Payroll System.
- 5.6 Assist Team Leader compile fortnightly reports and provide updates to the Executive Manager on all other related activities associated with HRMIS Training Branch activities.
- 5.7 Assist develop Branch Budget and ensure it is submitted to DPM Accounts Team before 31st March annually

6. NATURE AND SCOPE

6.1 Reporting Relationships

The incumbent reports directly to the Executive Manager (MIS&S) DPM 08-1 and has a total of four subordinates.



6.2 WORKING RELATIONSHIP

(a) Internal

DPM Staff

(b) External

National Departments-Heads of HR, Training, Payroll and I.T. Divisions/Branches.

Provincial Administration- Heads of HR, Training, Payroll and I.T. Divisions/Branches.

Public Hospitals - Heads of HR, Training, Payroll and I.T. Divisions/Branches.

Statutory Authorities - Heads of HR, Training, Payroll and I.T. Divisions/Branches.

6.3 WORK ENVIRONMENT

This is more a planning and coordinating position relating to training and capacity building of line agencies through the respective branches in the Management Information Services division and dissemination of information back to line agencies.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

<ul style="list-style-type: none"> ▪ Rules/Procedures etc 	<ul style="list-style-type: none"> ▪ Code of Conduct and Ethics. ▪ ICT Policy (Dept. Finance) ▪ Public Service General Orders
<ul style="list-style-type: none"> ▪ Decisions: 	<ul style="list-style-type: none"> ▪ Makes decision regarding the Branch projects, activities and plans
<ul style="list-style-type: none"> ▪ Recommendations: 	<ul style="list-style-type: none"> ▪ Makes suggested recommendations to the Management for improving the Training Systems and process

8. CHALLENGES

Ensuring information to and from line agencies is processed with minimal/unnecessary time delays and accuracy of relevant information is given minimizing time/resource wastage.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualification:

- Degree in Public Administration/ Human Resource Management/ Information System or relevant qualification
- Certificate in equivalent/relevant ICT knowledge is preferable
- Certificates in equivalent/relevant field is preferable
- Advance qualification in Ascender payroll
- Certificate III –IV Train the Trainer

9.2 Knowledge:

- Must have a good understanding of Public Service (Management) Act
- Must have a good understanding of Public Service General Orders
- Must have a good understanding of Public Service Finance (Management) Act
- Must be familiar with project planning
- Must be familiar with budgeting
- Must be familiar with Public Administration
- Must have sound knowledge on the Department's function
- Must have in-depth knowledge in Human Resource Management principles, practices and Integrated Human Resource Payroll System (IHRPS) and ICT systems.

9.3 Skills:

- Planning
- Management & Leadership
- Problem Solving
- Communication (written and oral)
- Analytical skills
- Team player

9.4 Experience:

- At least five (5) years of experience in the field of Human Resource Management and more specifically with integrated Human Resource and Payroll Management Information Systems.
- Practical skills and knowledge on Human Resource Training and Development, Recruitment and Selection, Performance Management, Organizational Planning and Payroll Administration in general.