



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000370	REF. NO: DPM 06-15
OFFICE :	DESIGNATION/CLASSIFICATION: PERFORMANCE MANAGEMENT OFFICER, GRADE 12	
DIVISION: EXECUTIVE PERFORMANCE MANAGEMENT	LOCAL DESIGNATION: PERFORMANCE MANAGEMENT OFFICER	
BRANCH:	REPORTING TO: SNR PERFORMANCE MANAGEMENT OFFICER	SYS. POS. NO: REF. NO: DPM 6-15
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 1/2007	Approved 13/09/2007	No Change/Revised JD
IMPL: 6-2-2	Approved 09/02/2009	No Change/Revised JD
	Approved 28/07/2009	Re-number/Revised JD
CS 8-3-28	Approved 24/07/2015	Revise JD
CS 8-3-28	Approved 27/8/2015	Revise JD
	Approved 29/03/2016	Reno, Redes
1/2020	01 July 2020	Reno

2. PURPOSE

To assist the Manager for Executive Performance Management to ensure effective administration of the processes of executive performance management of Senior Executives of National Departments, Provincial Administrations and Heads of Agencies for advice to MEAC and NEC.

3. DIMENSIONS

- Financial: Nil
- Staff: Nil
- Others: Nil

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Work within Public Service Regulations on employment of senior executives of the Public Service
- 4.2 Proper administration of the Executive Performance Management System and processes
- 4.3 Consolidate the assessment processes for advice to the MEAC to enable consideration of renewal of appointments.

- 4.4 Sound advice is provided to clients on all matters concerning appointments, suspensions, revocations and reappointments.
- 4.5 Expedient processing of documents relating to acting and substantive appointments, suspensions, revocations, reinstatements, terminations.
- 4.6 Administration of Individual Annual Work Plans.
- 4.7 Model ethical behaviour

5. MAJOR DUTIES

- 5.1 Assist in ensuring that performance assessment of senior executives of the Public Service is undertaken according to the Public Service Regulations.
- 5.2 Assist in preparing responses to client queries on executive performance assessments that are concise and within the performance management guidelines.
- 5.3 Update ERS Database relating to all executive appointments including contract start dates, number of contract periods, expiry dates and other relevant information.
- 5.4 Maintain records of case histories on performance assessment, suspensions, revocation of appointments for executive leaders for easy retrieval.
- 5.5 Update records of performance results in the Executive Performance Management System (EPMS).
- 5.6 Assist to process documents relating to acting and substantive appointments, suspensions, revocation of appointments, reinstatements and terminations.
- 5.7 Ensure that sound advice on executive performance management is provided as and when required by clients.
- 5.8 Assist to validate calculations on final entitlements as stipulated under the Constitution, Public Services (Management) Act, Public Finances (Management) Act, Organic Law on Provincial Government and Local-Level Governments, Public Service Regulations 7, 9 & 10 of 2014, Public Service General Orders, Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2014, SCMC Act, SRC Act and Determinations and ensure strict compliance with these legislations.
- 5.9 Develop Individual Work Plans that are based on approved Divisional Management Action Plans and Annual Work Plans.
- 5.10 Provide periodic reports on progress of assigned tasks according to approved individual work plan.
- 5.11 Provide coaching to develop internal capacity of Trainee staff.
- 5.12 Monitor own capacity development based on individual learning and development plan.

5.13 Demonstrate an active commitment to the principles of good public sector governance by being accountable, open, having integrity, good stewardship and efficient.

5.14 Model good governance by portraying good behavior.

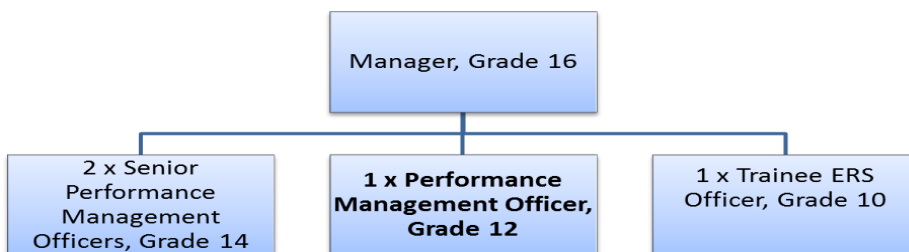
6. NATURE AND SCOPE

- This position is more of an administration role and is responsible for providing logistical support to Divisional staff on operational requirements.

6.1 WORKING RELATIONSHIP

- The position is the only Performance Assessment Officer role in the Division.

6.2 REPORTING RELATIONSHIP



(a) Internal

- Reports to Manager (Performance Assessment)
- Maintain liaison with Executive Appointments, MEAC Secretariat, Executive Leadership Development staff
- Liaise with the Management Information System for payroll records

(b) External

Liaises with:

- Government Printing Office
- NEC Secretariat
- Pre-selection members (Deputy Secretaries of CACC Departments)
- PEC and Governors
- Department of Justice and Attorney General
- Office of State Solicitor
- Office of State Solicitor
- Ombudsman Commission
- Statutory Organizations without Boards
- Prime Minister's Office (on certain occasions)
- Office of the Governor General (on certain occasions)
- Human Resource Officers of Departments and line agencies
- Portfolio Ministers

6.3 WORK ENVIRONMENT

- The position exists in the Executive Performance Management Division of the Executive Resourcing Service Wing within the Department of Personnel Management and located at Waigani.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/Procedures etc.	<ul style="list-style-type: none"> • PNG Constitution, • Constitution, • Public Services (Management) Act, • Public Finance (Management) Act, • Organic Law on Provincial Government and Local-Level Governments, • Public Service Regulations 7, 9 & 10 of 2014, • Performance Management Guidelines • Public Service General Orders, • Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2014, • SCMC Act, • SRC Act and Determinations
Decisions:	Nil
Recommendations:	Nil

8. CHALLENGES

- Being proactive
- Working within a transformation environment that is mission-driven, results-driven and reform oriented.
- Use of appropriate learning and development interventions to develop internal capacity

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- A Degree from a recognized University in the Social Sciences field with majors in Political Science, Public Policy Management, Business Administration, Economics, International Relations or Law or other appropriate disciplines or a Diploma/Certificate in Business Administration is also desirable.

(b) Knowledge

Must possess a proficient level of knowledge of the following:-

- DPM Organisational Structure and its corporate priorities and business context
- GESI Policy
- PNG Legislations and PS Regulations
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- Revised Standard Terms and Conditions of Employment governing Departmental Heads in the National Public Service.
- Policy development practices and procedures in the public service.
- Advanced knowledge on computing applications on Windows Explorer 2007.

(c) Skills

Ability to demonstrate the following skills at a proficient level:-

- Effective report-writing skills
- Ability to assess and present reports
- Computer skills
- Research and Analytical skills
- Numerical skills
- Good communication skills
- Interpersonal and Public Relations
- Team work
- Openness to learn
- Administration and organisational

(d) Work Experience

- A minimum of Three (3) to Five (5) years work experience in a human resource management environment with good administration and organisational capabilities.