



"RISE UP, STEP UP, SPEAK UP"

OUR VOICE

OUR VOICE is a monthly newsletter of the Department of Personnel Management

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Secretary's Christmas Message

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Greetings, DPM Staff, Consultants, and Executive Management Team.

This year has been another challenging year for all of us due to the 2022 National General Elections, yet a successful year as it was also the end of our Five Year Corporate Plan 2017–2022.

We have achieved much of the plan, and two major achievements are the launching of the **Bomana Public Service Housing** and the **Medical Insurance Policy** which will benefit the Whole of Government.

Our new five year Corporate Plan for 2023–2027 is ready to be put to work next year when we return to work on January 3rd, 2023.

I would like to take this time to acknowledge all your effort in achieving most of our policies.

If you know that you have worked hard this year, I salute you and urge you to continue to be a good public servant to serve the nation.

If you haven't given your best this year, aim for the best next year and keep pushing to soar heights.

As we close up for the year, I would like to remind and encourage you all that as servants of the people, we all carry a huge responsibility to our people and Country.

DPM coordinates the Australian Awards Scholarships. Please make use of such opportunities and apply and further your education.

Our 30-year **Human Resource Development Plan 2020–2050** has Public Sector Career Path.

PILAG in collaboration with DPM has put in place a training policy for the public service.

The endorsement of the Public Sector Training policy by NEC gives the Institute guidance with its training courses with the view to up skill, enhance and build capacity of Public Servants to ensure we improve in our service delivery.

It is also my firm believe that the policy will go a long way to instill knowledge and value, and the skills and attitude we need to acquire to enhance our work.

It is compulsory for public servants applying for Departmental Heads, CEOs, and Provincial Administrator positions



Secretary, Ms Taies Sansan.

to attain an executive leadership qualification from PILAG.

This year we have also signed a MoA with the Public Employees Association of PNG and have increased the base salary by 3 per cent for the next three years.

I hope that these major policy achievements will shape a modern future public service.

We will be upgrading the Ascender Payroll system to Version 21, which will help the department address issues associated with WoG payroll going forward.

We have rolled out the WoG Personnel Emolument Dashboard so that agency heads can be able to use the tool for planning purpose.

To conclude, it has been a pleasure working with you as your Secretary.

The achievements of my Key Result Areas depends on how well we all work together as a team to achieve it as a team, and I salute each and every one of you.

Festive Seasons greetings to you all and your families.

May 2023 be an ever better year for all of us.

Australian PSC Delegates Visits DPM



Senior Executive Management Team and Secretary, Ms Taies Sansan (4th Right) being flanked by the visiting Australian Public Service Commission Director International, Mark Colwell (2nd Right) and his Assistant, Ingrid Nielsen (3rd Right).

Department of Personnel Management have met with the Australian Public Service Commission on a mutual understanding to learn from each other their functions, roles and responsibilities to their respective governments.

This will help both parties, especially DPM to improve on areas such as the appointment processes of Departmental Heads, the advisory role they play to the government and Public Service Minister in terms of policy making, and the Human Resource Management of Public Servants.

The meeting was low key but significant, as a Memorandum of Understanding was already drafted by the Australian PSC and sent to DPM for Institutional strengthening and capacity building.

APSC Director International, Mr Mark Colwell said they will also assist DPM with workforce planning.

"Once the MOU is completed, we will work in partnership to assist each other where we can, so some of our officers can come and talk to you about the experience of what we're doing in Research, conversations, and exploring

processes and what has worked for us", said Mr Colwell.

Meanwhile, Secretary, Ms Taies Sansan thanked APSC for the recognition and support and will look into the draft MoU and make recommendations before the new year.

Secretary Sansan also told APSC that DPM is currently focusing on service delivery at the Provincial and district level where the majority of the population are.

"The HR development strategic plan 2021–2030 talks

about moving the HR functions to the district level, so they can recruit public servants from district up and that is our focus inline with the governments plans and policies", said Secretary Sansan.

She said in terms of outsourcing shared services in the public service DPM is happy to work closely with APSC and learn from them.

Secretary Sansan also briefed the Australian PSC delegates on the Public Service General Order and the Public Service (Management) Act.

Library & Archives Team Farewell

The Executive Resourcing Services Wing hosted a small farewell lunch for the officers of the Library and Archives to farewell them on their contribution in classifying records and sort out mixed files for the department.

Deputy Secretary ERS, Mr Vele Ravugamani commended the team and said the records are very important as it will help the department make decisions accordingly.

Mr Vele said the contribution and recommendations

from the archives team is highly important for keeping of government records and files.

He said in future, DPM will create a Records Management position.

Assistant Director, Library and Archives, Mr Moses

Moe said the organizing of files was supposed to be for a month, but it exceeded the time limit due to no physical record of the index list and lack of equipment, such as the archiving boxes and folders to keep records in an organized manner.

DPM Hosts HR Business Process Workshop



HR Officers from government agencies who attended the Workshop posing for a group photo with DPM Staff.

By Rejoyce Susuve

Department of Personnel Management has recently conducted a month-long training course on the Human Resource Business Processes for HR professionals who are mainly working in government agencies and departments.

The training was held at the Pacific Institute of Leadership and Governance (PILAG) on October 10 to November 4, 2022.

This is the first formal training to be held at PILAG seeing a good turnout of at least eleven HR practitioners from five government agencies and one HR Officer from the Private sector.

This batch of HR officers that undertook the training are from the Southern Region.

Acting Executive Manager, Strategic Human Resource Management (SHRM), Ms. Agnes Tamate, said DPM team have seen improvements in the delivery of the course materials and the training modules compared to the previous workshop that was held in Lae, Morobe Province last year.

"An important observation for management consideration would be on the effective delivery of the modules to enable learners to fully comprehend the basics of each of the 50 Business Processes. This is because running the entire course for a month is too intensive for all process end users as it was quite obvious that the course is more applicable for the more senior officers whose comprehensive ability can sustain," said Ms. Tamate.

Ms Tamate confirmed that Certification has been delayed to March 2023 due to time required for the PILAG Council to validate all participants' final assessments.

Meanwhile, the participants' have applauded the 17 trainers from DPM for their remarkable training on the HR Business Process said the training will help them to implement and deliver government services.

Ms Tamate added that discussions around delivering specific modules to targeted participants would be more beneficial when focusing on Return on Investment (ROI) and targeted

training for the individual and organization as this will have more impact on the outcome of the training.

She recommended for contract administration officers to undergo a week's training that covers the 14 Business Process modules which is also under the General Orders 9,10,11 and 12.

"Therefore, DPM will assist PILAG to prepare the invitations to ensure the right candidates are being selected by agencies for this very important training," said Ms Tamate.

The certificate course is facilitated and implemented by DPM in collaboration with PILAG through an MOA signed on the 13th of December 2019, for a 5-year term, and targets senior management and Human Resource Practitioners in the National Government Departments, Provincial Administrations, Provincial Health Authorities and Hospitals.

PMS Capacity Building Workshop



Deputy Secretary, ERS, Mr Vele Ravugamani delivering his keynote address on behalf of the Department.

By Malinta Yopolo. (UPNG Journalism Student)

Department of Personnel Management has recently hosted a three days' capacity building workshop on Performance Management System.

Officers from Government Departments and agencies who have attended the workshop have learnt to formulate their Key Result Areas for their departmental heads to assess them and carry out their mandated functions.

Deputy Secretary, Executive Resourcing Services, Mr Vele Ravugamani said there were no systems like PMS in the past and through NEC directives, PMS was created.

Mr Ravugamani said so far five national agency workshops and five regional

workshops have been conducted since 2018, and this workshop is the sixth national agency workshops held.

"We have trained 27 departmental heads out of the 35, and only 12 of them are using the Performance Management System", said Mr Ravugamani.

He said for Provincial Administrators in the 21 Provinces, 17 have been trained, and only 11 are using the Performance Management System.

PMS is a system that is used to assess performance of agency heads Key Result Areas.

Mr Ravugamani said KRA's are mostly derived from agency's functional responsibilities, corporate plans government and

directives achievable by that they be able to respective agencies.

"So far out of more than 51 Regulatory Statutory bodies, we have trained 44 of them to help assess their departmental heads KRA's, however, only 16 of them are using PMS," said Mr Ravugamani.

Mr Ravugamani revealed that the first workshop conducted in June this year, 40 agencies were invited and 35 actually attended so the intention of this workshop is to train and develop capacities of agencies.

"Over the years the level of compliance from my statistics shows there is a major issue and to mitigate these issues, DPM has been conducting these workshops to show officers the tools

develop and gather those information so that we can be able to work together in formulating the KRAs and the Key Performance Indicators," said Mr Ravugamani.

DPM also conducts orientations programs for new appointees' agency heads to help them settle in and

carry out their mandated functions with ease.

Mr Ravugamani added that DPM have a PMS system online that is nationally developed based on PNG practices and urged the respective heads of agencies to use it.

DPM Attends Public Sector Workshop



DPM Senior Staff who attended the Workshop in Fiji. L-R: Mrs Denyse Ealedona, A/EM MIS&S, Ms Christine Rupen, A/Director Momase Regional Office, Mr Niwia Olewale, A/Manager Policy Coordination & Advice, Ms Seke Gaigo, Senior Search & Appointments Officer.

A total of 8 staff were endorsed by the Secretary's Office to attend the Pacific Islands Public Sector Network workshop. However, due to unforeseen circumstances only 4 staff attended the workshop in Fiji.

The 2 day workshop was a success and the DPM Officers have expressed that they learnt a lot from the sessions.

The officers attended the training course organized by the Australian Public Service Commission.

The training was attended by five Pacific Island Countries namely Fiji, Samoa, Tonga, Vanuatu and PNG.

The workshop was aimed at engaging with Pacific Island Countries to share ideas on workforce planning entails and its importance in any organization and the challenges faced given the ever changing pace taking place in the public sector workforce.

At the close of the workshop, the Acting Manager Policy Coordination & Advice, Niwia Olewale thanked the Australian Public Service Commission and the facilitators for the invitation extended to the Department to attend the workshop.

Mr Olewale who spoke on behalf of the DPM staff said, it was a great learning experience and that the DPM officers will use what

was learnt to provide support to the department in terms of workforce planning.

The officers who attended the workshop are;

1. Mrs. Denyse Ealadona—A/Executive Manager MIS&S
2. Ms. Seke Gaigo—Senior Search & Appointments Officer
3. Ms Christine Rupen—A/Director Momase Regional Office
4. Mr Niwia Olewale—A/Manager Policy Coordination & Advice.



Participants who attended the workshop with their attainment Certificates.

National Agencies Hosts Xmas Dinner



DPM Staff having a feast at the closing Christmas Party hosted by DPM's National Agencies Directorate.

By Rejoyce Susuve

D P M National Agencies Directorate division hosted a little but special Christmas dinner for their staff on the 15th of December to celebrate their achievements throughout the year.

They were joined by their families, friends and invited guests.

National Agencies Director, Ms Roselyn Wrakuavia congratulated her officers for their effort and job well done throughout the year and showed her appreciation by giving out special awards to top performing staff based on their performance appraisal during the year.

Ms Wrakuavia said they had prepared three awards to show their appreciation for these officers to boost and motivate them.

The special awards for Most Improved was given to Ms. Tativai Memafu, Senior Contracts Officer for continuous improvement in her work while the High Performing award was given to Ms. Sumae Ningisere, Monitoring and

Compliance Officer for showing Directorate, Ms. Nelcy the HR Manager for NCC and family and friends.

The Rookie of the Year award was given to Mr. Ukai Bouauka - GESI Whole of Government officer who has provided assistance to the team at National Agencies on several occasions.

The Invited Guests and those who attended included Ms. Junelyn Veratau Executive officer from the Secretary's Office, Ms. Joyce Koi Senior Monitoring and Compliance Officer Highlands Region



National Agencies Director, Ms Roselyn Wrakuavia (in blue dress) exchanging a gift with her secret friend, Dorothy Kia.