



"RISE UP, STEP UP, SPEAK UP"

OUR VOICE

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

July 31st, 2023

MOA for HEO's Signed



(L-R): Mr Gordon Manub, General Secretary for HEO Association, Mr Mauto Maguru, President HEO Association, Ms Taies Sansan, DPM Secretary and NDoH Secretary, Dr Osbourne Liko holding the signed MOU.

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Compiled by DPM Media—PSIC Branch.

Department of Personnel Management on behalf of the state has signed a Memorandum of Agreement 2023-2025 for Health Extension Officers (HEOs).

The National Health Department signed the MOA on behalf of the HEO Association.

The MOA will see an increase to the allowances of the HEOs nation-wide, which will be factored into the 2024 budget under the NDoH Personnel Emolument expenditure.

The total costing of the current agreement for the Association differs, and is subjected to their awards and the total manpower.

The total costing as at pay 13/2023 under the MOA 2011-2013 has the total

manpower of up to 665.

The allowances paid per fortnight is K638, 270.07, and salary paid every fortnight is K939, 997.07.

The HEO awards will cost the State K41 Million annually to be implemented.

The only improvements in this MOA for HEOs are as follows;

1. Increase on the Domestic Market Allowances as per their classification e.g.; Grade 13, currently from K4000 per annum to K10, 000 p/a.
2. Increase in Consolidated Overtime & On-call allowance as per their work locations. Example, Residents working in both Rural and District hospitals from K9.000 p/a to K14,000 p/a.
3. Increase on the Mental

Health allowances from K60 to K150 per fortnight.

4. Increased on the Book Allowance from K1,500 to K2,000 p/a, and
5. New Log of Claim not covered under existing award was considered and approved as Rural HEO's Attraction Allowances of K3,000 per annum.

With the new improvements to their existing awards, the projected PE increases are;

- HEO DMA Market is K4, 730, 000.00
- Overtime and On-Call Allowance is K21, 594, 200.00
- Mental Health Allowance K101, 400.00.

This will see the new PE

costing of K67,487, 437.76 to be implemented.

The Salary Classifications and Progressions are covered by the Public Service Performance Base Salary Structure through DPM/PEA Salary Fixation Agreement and applied to employees employed in the Public Sector from 2022-2024.

Secretary, Ms Taies Sansan is urging NDoH and all the PHA's to work closely with DPM, Finance, and Treasury to implement the award.

"With this improved terms and conditions of employment, the Government requires a return on investment by improving our health indicators to better deliver effective and efficient services to our citizens," said Ms Sansan.

DPM Conducts CNA Workshop



Staff of the Morobe Provincial Health Authority during the CNA Training.

Department of Personnel Management's Capacity Building and Development team conducted a two-day Capacity Needs and Analysis (CNA) training for Morobe Provincial Health Authority this month.

MoPHA Chief Executive Officer, Dr Kipas Binga who also attended the workshop commended DPM and said that human resources are an integral part of service deliver in any sectors and that CNA is specifically about the skill sets that are needed to deliver in the different levels of healthcare.

The workshop was the first to be conducted for MoPHA.

Participants said it was long overdue because they do not have a learning and development plan for such trainings and workshops to be conducted.

The CNA Workshop have allowed them to understand the concept of Capacity Needs and Analysis, it's importance and how it relates to having the need to develop a

learning and development plan.

The workshop covered areas on introduction to Capacity Needs and Analysis, CNA in the public service and the link between CNA and Learning and Development.

CNA explains how data is analyzed, which helps to identify priority gaps that are indicated by the Authority's Learning and Development plans using the 70:20:10 learning solutions.

The participants were impressed with the approach of the 70:20:10 model which explains that a blend of different learning approaches together can provide a powerful learning, thus, the model provides a framework for how adults typically learn best, which can be applied to the National Public Service learning and Development Plans and other areas of development.

At the end of the workshop, the 63 participants were asked to fill out questionnaires which was provided by the Capacity Building and Development Division.

CBD Executive Manager, Ms Agnes Tamate said the data collected from the questionnaires were analyzed and the Division is working together with the PHA to develop a learning solution.

The Senior Management and HR Team are confident to continue with the district staff as they are able to articulate and clearly explain the questionnaire to the staff.

The MoPHA Human Resource team with the support of the Ten (10) District Managers will roll-out the questionnaire to all the district staff to complete and sent back to the CBD division to proceed with data analysis and translate into district learning and development plans.

The CBD division is in constant liaison with the Australian Public Service Centre of Excellence for Workforce Planning on CNA and Learning and Development strategies for all agencies, and authorities.

Online PMS Workshop for Momase Region



Caption: Workshop facilitators and participants, including the Provincial Administrator for Morobe Province, Mr Max Brutan (Seated third from left).

The Performance Management System (PMS) team have conducted a regional capacity building workshop for Momase region recently in Lae, Morobe province.

It was attended by the East Sepik and Morobe Provincial Administrations and the National Department of Education who have missed out on the last national Agencies workshop.

The workshop was focused on highlighting and advising the agencies in the Momase region of the responsibilities under the Performance Management System of agency head's contract of employment.

The Workshop theme was 'Embracing Information Technology for Quality Service Delivery'.

It mainly covered the formulation of the Key Result Areas that participants were tasked to develop for their Agency Heads.

Users have also shared experiences on

their use of the Online PMS system.

The PMS Workshop facilitators, led by Executive Manager Contracts, Mrs. Mari-ta Kouga showed participants the use of the online system, specifically, on the steps to grant access and login, creating user profiles, inputting agency Head's profiles and Senior Management staff profiles, including the sections, divisions and security access into PMS.

The three-day workshop focused mainly on the online PMS awareness and introduction to the system.

Participants were still new to the system which makes it difficult to formulate Key Result Areas and Key Performance Indicators, as well as being able to fully utilize the online system.

These challenges were identified and highlighted during the workshop.

Morobe Provincial Administrator Mr. Max Brutan who officially opened the workshop said he would like to see the continuation of a similar workshop in future for participants to be well versed

with the online PMS system, and to develop KRAs and KPIs.

Positive feedbacks were received from the exercise from participants, from which many of them said that the workshop has enabled them to understand the PMS online system.

Some have suggested for the PMS team to provide sample drafts of KRA's and KPIs so that they can follow certain guidelines to develop and input a draft KRAs and KPIs.

The PMS capacity building workshop is one of the main activities which is undertaken annually for the implementation of the online PMS system.

Mrs. Kouga said the workshop is intended to train and equip the Online PMS users across a vast number of agencies and Provinces in a given time to fully understand how to coordinate the formulation of KRA's & KPI's of their agency heads in close consultation with their senior management team.

DPM Applauds IRC for Diversity and Inclusion Strategy Launch



IRC Commissioner General, Mr. Sam Koim (First from Left), Acting GESI Manager, Ms. Amelia Raka (Third from Left), and other partners who joined in to cut the ribbon, symbolizing the launching of IRC's Diversity and Inclusion Strategy Plan 2023-2027.

Department of Personnel Management's Acting Manager for Gender Equality and Social Inclusion (GESI) Coordination and Mainstreaming Ms. Amelia Raka applauded the Internal Revenue Commission for launching their Diversity and Inclusion Strategy Plan 2023-2027.

Ms Raka commended the Commissioner General of IRC, Mr. Sam Koim and his management team for ensuring GESI is institutionalized through their mandated responsibility as the organization that provides tax services for all Papua New Guineans irrespective of their age, gender, origin or personal circumstances.

"Today marks a significant milestone where your agency has now become the first agency in the whole of government to launch its Diversity and Inclusion strategy 2023-2027 which ensures to demonstrate a commitment to undertake and implement the principles and value of the National Public Service through

specific actions that value and respect the diversity of the employees within the organization and maintain to provide a workplace that is fair, equitable, accessible and inclusive" says Ms. Raka.

The implementation of the Diversity and Inclusion Strategy plan will outline in detail the specific steps that will be undertaken by the respective divisions and branches to focus on achieving the agency's goal of diversity and inclusion in their business governance, practices to make sure there's fairness, equity, accessibility and inclusiveness is the trademark of the service that they provide.

"As Secretary's delegate, I once again take this time to congratulate you and your management team, staff, GESI focal points, male advocates and your GESI helpdesk for this significant milestone in the implementation of the NPS GESI policy" says Acting Manager GESI Ms. Amelia Raka.

Commissioner General Mr. Sam Koim said that he was proud to be launching IRC's Diversity and inclusion strategy because it will promote diversity and inclusion within the workplace by ensuring that all employees feel valued and supported.

"Our approach encompasses a focus on gender equality, employ networks and a strong commitment from the commissioners and senior leaders" said Koim.

He said that this strategy outlines our commitments to developing safe and inclusive environments across all diversity factors including age, disability, ethnicity, gender, place or origin socio-economic status and religious beliefs.

The Internal Revenue Commission is a pioneering agency in the government in 2016 and has continued to strive to reflect equitable and inclusive practices in both its internal and external service provision.

DPM Receives NID Report from ENBPA



Deputy Secretary, Human Resource Advisory Services and Compliance Audit Wing, Ms. Constance Baisi (1st from Left) receiving the report from ENBPA Deputy Provincial Administrator Mr. Marakan Yuano.

Department of Personnel Management received the National Identification (NID) report from East New Britain Provincial Administration who is the first agency to come forward and present their completed NID report to the department following a Ministerial Directive from the Public Service Minister, Hon. Joe Sungi instructing agencies that public servants without an NID will be put off payroll by pay period 15.

Deputy Secretary Human Resource and Compliance Audit unit Ms. Constance Baisi received the full report on behalf of Secretary Ms. Taies

Sansan and commended the agency for complying with the circular instructions and directives issued by the department.

She said that since the circular has gone out, all agencies are now aware of the next steps that the government is taking in terms of taking payroll action and however due to some technical issues at the bank front the department might not be able to meet the set deadline, but the directives still

remains and payroll actions will still take effect.

"We are still trying to finalize the last batch for NCD and then we will

ment but I guess you have gone ahead of that and it's a very good initiative that the agency has taken and we are pleased to hear that ENBPA has completed their NID registration"

said Deputy Baisi.

Ms. Baisi clarified the verification

process that DPM will undertake once listings have been

received from the agencies which will allow the department's NID team to verify the

list from the agencies to ensure that there is consistency with the data and the

record they have with PNG Civil Registry.

Ms. Baisi extended Secretary Sansan's

appreciation to the East New Britain Provincial Administrator and said that

the department will respond formally in a letter to the agency.



Ms. Baisi (3rd Left) with Mr. Yuano (4th Left) and ENBPA and DPM officers

Proposed Changes to the Staff Performance Appraisal Form



Strategic Policy Development Division Executive Manager, Ms. Aida Yuki presenting on the proposed changes to the Staff Appraisal Form.

The Strategic Policy Development Division is proposing to have major changes on Public Service Staff Performance Appraisal (SPA) form.

Executive Manager, Ms Aida Yuki in her presentation to the Executive Management Team (EMT) recently, said the Division have proposed to have two separate forms for the two appraisal periods.

The major changes will include; (Read SPA Guidelines to understand the Parts).

- Remove all instructions and revert them back to SPA policy guidelines
- Remove verification checklist (Part I)
- Remove the Training table

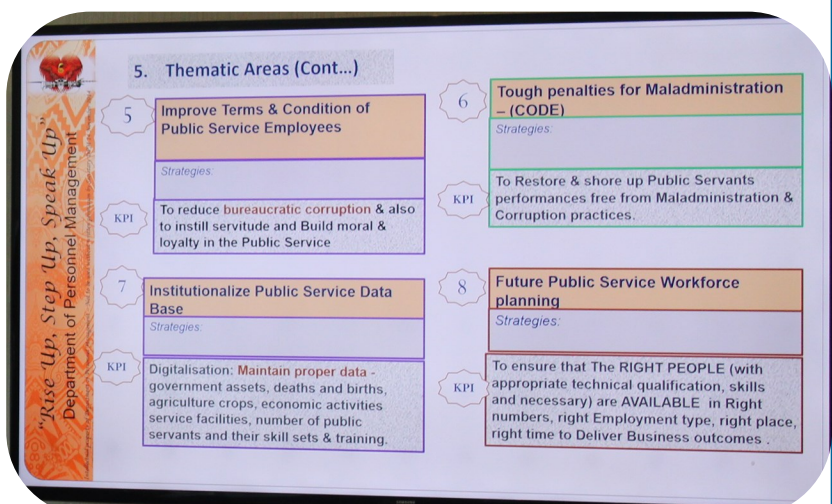
Part E (1)

- The first review period form only contains Parts A to E
- The second review period form contains Parts A to H
- The first review period form could be used by Short Term Contract Officers
- Removal of Instructions in the section for Certification by supervisor & officer, and
- In Part A, the activities and projects must be linked to the KRAs of the Department/ Agency and the officers respective division (s).

- In the proposed first review period, Parts F, G, H, & I have been deleted because it was deemed that they are not necessary to be included in the first period and would only be applicable in the second review period.
- The only change is that Part H will be moved to become

part E in the first period and it will also be the last part, but will remain as Part H in the Second Review Period

- Part I will be removed because that is the work of the HR branch. (Only the checklist has been removed and reference has been made to the policy guidelines).



A presentation slide which explains some of the changes to the Staff Performances Appraisal.