



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO.6 OF 2025

DATE: 07th APRIL, 2025

TO: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEADS OF PUBLIC AUTHORITIES
ALL HEADS OF OTHER PUBLIC AGENCIES

SUBJECT: REVIEW OF JOB DESCRIPTIONS FOR ALL DEPARTMENTAL HEADS,
PROVINCIAL ADMINISTRATORS & OTHER HEADS OF PUBLIC
AGENCIES.

The Department of Personnel Management is undertaking an exercise to **REVIEW THE JOB DESCRIPTIONS** for all Departmental Heads, Provincial Administrators, and Heads of Statutory Authorities positions.

In accordance with General Order 2 under Staffing, Establishment and Organizational Development; Clause 2.57 stipulates that the Secretary for DPM may at any time in accordance with the powers of the office under the Act can direct a Departmental Head to review and alter under sub section (C), the Job Description of any position.

DPM is currently updating its database on Job Descriptions (JD) for all Executive positions within the Public Service. Ninety (90%) of the Job Descriptions in the Public Service are outdated while on the other hand, corporate plans are regularly reviewed and updated.

The importance of an updated Job Description is two-fold:

1. To ensure the most suitable applicant is recruited to fit the management and the overall organization's expectations of the position.
2. An updated Job Description will manifest in employees carrying out work accountabilities that are relevant to or aligned properly with an organization's current policy and corporate plan which means the achievement of the subsequent vision, mission, goals and objectives of the organization is a shared interest.

As a result, this review exercise is a compulsory undertaking whereby all concerned stakeholders are to comply.

"RISE UP, STEP UP, SPEAK UP"

Requirements:

All Departments, Provincial Administrations and Statutory Authorities are required to use OD form 2.7 under General Order 2 as the standard Job Description template.

As the heads of your respectful organizations, you are to nominate a HR delegate in charge of the Organizational Development (OD) section to work in consultation with the Department of Personnel Management's "JD Review Team" to carry out this exercise.

Your OD officers are to ensure you have the following documents in place to write and review your Job Description;

- Corporate Plan
- Organizational Structure & Functional Responsibilities
- Key Result Areas (KRA)

DPM anticipates the completion of the project by the third (3rd) quarter of 2025. As the HR Department of the Public Service, it is our priority to ensure that all Government Office Departments and Agencies have well-structured Job Descriptions in place to ensure we attract the best-suited applicants for the positions we advertise and to ensure the roles and responsibilities of each employee complements and contributes to the achievement of its respective organization's plans and objectives.

Our JD Review team will be available to conduct a session on the proposed project of the Job Description Review between the second and third quarter of 2025.

All completed Job Descriptions are to be emailed or delivered to the following address:

Attention: Executive Manager – Executive Search & Appointment
Executive Search and Appointment Division
P O BOX 519
Waigani
NCD

Email: executiverecruitment@dpm.gov.pg OR exrecruit21@gmail.com

Contact Number: 3276390

Please prepare your updated Job Descriptions and have a copy submitted to the Department of Personnel Management by **Monday 30th June 2025**.

I appeal to all Departmental Heads, Provincial Administrators and Heads of Regulatory and Statutory Authorities to work collaboratively with DPM so that we all serve our Public Offices to the best of our abilities, aligned with the goals of the Government of Papua New Guinea.


TAIES SANSAN (MS)
SECRETARY

