



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form 002.7

### 1. IDENTIFICATION

AGENCY: <i>Works &amp; Highways</i>	SYS. POSN. NO:	REF. NO: <i>60CSES05</i>
WING: <i>Corporate Services</i>	DESIGNATION/CLASSIFICATION: <i>Senior Payroll Officer – Staff &amp; Salaries (S/H) - Grade 14</i>	
DIVISION: <i>Human Resource</i>	LOCAL DESIGNATION: <i>Senior Payroll Officer (S/H)</i>	
BRANCH: <i>Employee Services</i>	REPORTING TO: <i>Manager (Payroll Administration)</i>	SYS. POS. NO: REF. NO: <i>60CSES02</i>
SECTION: <i>Staff &amp; Salary</i>	LOCATION: <i>Headquarter, Boroko</i>	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>111-60-A00</i>	<i>10/12/2022</i>	<i>Renumber, Redesignate, Reclassify</i>

### 2. PURPOSE

Plays the supervisory role to salaries section staff for the Southern and Highlands region authorizing all payroll transaction and personal file management.

### 3. DIMENSIONS

Responsible for all payroll transaction with respect to salaries, allowances, leave and the management of personal file records for employees of DOW for the southern and Highlands region.

### 4. PRINCIPLE ACCOUNTABILITIES

- Personal file management is up to date
- All salaries and allowance calculation are following established processes
- Appropriate formalities and codes are applied
- Supervision of three subordinate staff
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### 5. MAJOR DUTIES

- 5.1 Making sure personal files are created for all employees and are maintained by updating folios, history cards every time a transaction transpired.
- 5.2 Check, make correction and counter sign all calculations, for salaries, back payments, HDA's, Leave and any other entitlement calculations that may be processed by subordinate staff.
- 5.3 Supervise, train and administer staff discipline.
- 5.4 Assist manager payroll in processing retirements, retrenchments and one off employee exit programs.
- 5.5 Assist senior Payroll Officers Edits to do payroll batch, input data and or follow up with DPM Concept payroll on payroll anomalies, corrections after exceptional runs and any other runs that maybe required.

- 5.6 Personal file management, carding, folioing, closing and opening new part files and archiving follow approved process.
- 5.7 Carry out other duties consistent with the above.

## 6. NATURE AND SCOPE

This position is in the operative tier of the organization supervising the payroll officer's responsible for Southern and Highlands region reporting directly to the Manager - Payroll Administration within the Employee Services Branch.

### 6.1 WORKING RELATIONSHIP

- (a) Internal  
 Manager (Payroll Administration)
- (b) External  
 Nil

### 6.2 WORK ENVIRONMENT

This position is a statutory specialist administrative position working within the confines of Payroll and personal file record management.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Public Finance Management Act
- Public Services management Act and the general orders
- Industrial Awards
- Government Policy and circular instruction

## 8. CHALLENGE

Challenges lies in the successful undertaking of daily tasks within the confines of Payroll and personal file record management and payroll transaction with respect to salaries, allowances, leave are coordinated within minimum time frame.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Diploma in Public or Business Administration with basic computer training or any other qualification that may be acceptable to Department of Personnel Management.

### (b) Knowledge

Some knowledge in Computer Payroll System.

### (c) Skills

Must have ability to make decision, take responsibility, supervise and train staff.

### (d) Work Experience

Must have at least 8 years experience in HR administration specializing in payroll and record management.