



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



**1. IDENTIFICATION**

|                                                           |                                                                                             |                                 |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------|
| <b>AGENCY:</b><br><i>Works &amp; Highways</i>             | <b>SYS. POSN. NO:</b>                                                                       | <b>REF. NO:</b><br>60CSOD07     |
| <b>OFFICE:</b><br><i>Works</i>                            | <b>DESIGNATION/CLASSIFICATION:</b><br><i>Senior Coordinate Staff Performance - Grade 14</i> |                                 |
| <b>DIVISION:</b><br><i>Human Resource</i>                 | <b>LOCAL DESIGNATION:</b><br><i>Senior Coordinate Staff Performance</i>                     |                                 |
| <b>BRANCH:</b><br><i>Organisational &amp; Development</i> | <b>REPORTING TO:</b><br><i>Manager - Contract Employment &amp; Admin</i>                    | <b>SYS. POS. NO:</b><br>60HRM03 |
| <b>SECTION:</b><br><i>Contracts Employing &amp; Admin</i> | <b>LOCATION:</b><br><i>Headquarter, Boroko</i>                                              | <b>REF. NO:</b><br>60CSOD03     |

**HISTORY OF POSITION**

| FILE REF.      | DATE OF VARIATION | DETAILS       |
|----------------|-------------------|---------------|
| 111 - 60 - A00 | 10/12/2021        | Reno, Reclass |

**2. PURPOSE**

Coordinate, collect, and collate performance data for all employees from supervisors for performance management and awards administration.

**3. DIMENSIONS**

Administer performance management for all, up to 1800 employees for Management to make informed decisions in the awards administration.

**4. PRINCIPLE ACCOUNTABILITIES**

- General Orders and PSMA
- International labor laws
- Industrial awards
- Work ethics, and other related manuals, instructions and principles

**5. MAJOR DUTIES**

- 5.1 Supervise the collection and collation of Staff Performance Appraisal Reports and provided performance trends reports to activity heads
- 5.2 Establish employee performance monitoring mechanisms, (KPI) for supervisors to use for measuring employee performance.
- 5.3 Coordinate and train/supervise subordinates and Provincial HR staff in Performances management procedures and processes.
- 5.4 Provide performance assessment reports to management, selection committees and or disciplinary committees where required.
- 5.5 Perform other duties as assigned consistent with the above.

## 6. NATURE AND SCOPE

Coordinates and promotes individual employee performance appraisals for all the organizations human resource.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Manager Contract and Performance management

#### (b) External

Department of Personnel Management.

### 6.2 WORK ENVIRONMENT

This is a HR specialist statutory position in the operative's tier of the organization specializing in employee performance management and award administration.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- General Orders, PSMA, government Policies
- Industrial awards
- Departments policies

## 8. CHALLENGES

The ability to create the understanding between the supervisor and the subordinate so that appraisals are done objectively and not subjectively.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Degree or Diploma with experience in Human Resource Management or Public Administration and or any other tertiary qualification that may be acceptable to DPM secretary.

### (b) Knowledge

Fare knowledge of the different fields of the departments operations and the expected work outputs of each employee or their key performance indicators.

### (c) Skills

Some knowledge in Behavioral science and psychology would be an advantage.

### (d) Work Experience

Sound knowledge and experience in Human Resource Management and supervisory practices and must at have 8 years experience of in human resource management in the PNG public service or the private sector.