



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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| AGENCY: <i>Works & Highways</i> | SYS. POSN. NO: | REF. NO: <i>60CSOD11</i> |
| OFFICE: <i>Works</i> | DESIGNATION/CLASSIFICATION: <i>Performance Management Analyst</i> | <i>Grade 13</i> |
| DIVISION: <i>Human Resource</i> | LOCAL DESIGNATION: <i>Performance Management Analyst</i> | |
| BRANCH: <i>Organisational & Development</i> | REPORTING TO: <i>Manager (Contract Employment & Admin)</i> | SYS. POS. NO: REF. NO: <i>60CSOD03</i> |
| SECTION: <i>Contract Employment & Admin</i> | LOCATION: <i>Headquarter, Boroko</i> | |

HISTORY OF POSITION

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

2. PURPOSE

Analyze performance appraisal, reports, commendations and provide individual employee for supervisors and manager for monitoring and rewarding of employees.

3. DIMENSIONS

Administer employee Performance Management within human resource management branch for over 1800 employees.

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 Analyze Staff Performance Appraisals, make assessment reports, and provide to managers, committees and interested parties.
- 5.2 Assist Performance Management coordinator 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 Make critical analytical assessment of performance appraisals, assessment reports and make recommendation to management, selection committees and or disciplinary committees when 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

DPM

6.2 WORK ENVIRONMENT

This is a HR specialist statutory position in the operative's tier of the organization specializing in Performance Appraisal analysis and appropriate recommendation.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

8. CHALLENGES

The ability to understand human behavior trends and their reactions to their duties.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Diploma 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 with analytical assessment skills.

(d) Work Experience

Sound knowledge and experience in Human Resource Management and supervisory practices and must at have 6 years experience of in human resource management in the PNG public service or the private sector.