



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: WORKS & HIGHWAYS	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSPDS09
WING:: CORPORATE SERVICES	DESIGNATION/CLASSIFICATION: COORDINATOR – PROFESSIONAL DEVELOPMENT PROGRAM GRADE 12	
DIVISION: HUMAN RESOURCES	LOCAL DESIGNATION: COORDINATOR –(PDP)	
BRANCH: STAFF PROFESSIONAL DEVELOPMENT SERVICES	REPORTING TO: SENIOR COORDINATOR – GPDP	SYS. POS. NO: REF. NO:
SECTION: GPDP	LOCATION: HEADQUARTERS	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-AOO	10/12/2021	Abolished/ Create

2. PURPOSE

To coordinate and control all related activities for Professional Development Programs.

3. DIMENSIONS

- 3.1 Operates within headquarters where Graduate Professional Development Programs are planned, developed and implemented. The position is established within an approved administrative structure in the Staff Professional Development Services Branch.
- 3.2 The position is also responsible for making sure that all DPM and IEPNG requirements for Graduate Programs are complied with.
- 3.3 Provides advice on how best PDP can be implemented.

4. PRINCIPLE ACCOUNTABILITIES

To the Senior Coordinator – (GPDP) for the effective coordination and control of all training activities and development programs for graduate staff of the department.

5. MAJOR DUTIES

- 5.1 Assist coordinate, control and implement all activities of the Graduate Professional staff within DoW&H establishment.
- 5.2 Ensure the effective implementation of the job attachments and secondment training program of graduate professional staff.
- 5.3 Coordinate with industrial organizations and government agencies for training opportunities and skills development.
- 5.4 Provide the Senior Coordinator (GPDP) with advice and information as required on Graduate Professional Development Programs.

5.5 Foster and maintain close links with Universities and other agencies for continuous development and improvement of graduate professional staff.

5.6 Perform any other duties as directed consistent with the above.

6. NATURE AND SCOPE

The position is within the middle management level of SPDS branch and reports directly to the senior coordinator (GPDP).

6.1 REPORTING AND WORKING RELATIONSHIP

(a) Internal

Report to Senior Coordinator – Graduate Professional Development Program

(b) External

Professional bodies, universities, industries and etc., as directed.

6.2 WORK ENVIRONMENT

Operational oriented with all operations centralized in the Branch.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

This job operates within and is guided by the DoW&H training policy, procedures and DoW Training Advisory Board Guidelines as well as DPM and IEPNG requirements.

▪ Decision

Decisions taken shall be in line with DoW&H training policy and procedures and DoW&H training Advisory Board Guidelines as well as DPM and IEPNG requirements.

▪ Recommendations

Any recommendation made should be in line with DoW&H training policy and procedures and DoW&H training Advisory Board Guidelines as well as DPM and IEPNG requirements.

8. CHALLENGES

- Ensuring successful implementation of approved graduate provisional development programs.
- Compliance with DoW&H and IEPNG requirements for graduate professional programs.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Certificate or Diploma in Human Resource Development /Management or related field.

(b) Knowledge

- Sound knowledge of HR practices and processes.
- Clear understanding of roles and responsibilities of the Staff Professional Development Services Branch.
- Sound knowledge of the department's functions, its goals and objectives.

(c) Skills

- Good organizational and interpersonal skills
- Must have high standard of both oral and written communication skills

- Must be proficient in the use of computer application software such as MS Word, MS Excel and MS PowerPoint, email and internet usage.

(d) Work Experience

Must have three (3) years of experience in Human Resources Development or related field.