



**Papua New Guinea Public Service**  
**Position Description**

**1. IDENTIFICATION**

<b>AGENCY:</b> Department of Works & Implementation		<b>SYSTEM POSITION NO:</b>	<b>REF NO:</b> 60GCPC10
<b>OFFICE:</b>	<b>Designation/Classification:</b> Health Compliance Officer Grade 14		
<b>DIVISION:</b> Policy Compliance	<b>Local designation:</b> Health Compliance Officer		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Manager OH&S	<b>SYS. POS. NO:</b>	<b>REF:</b> 60GCPC04
<b>SECTION:</b> Occupational Health & Safety		<b>LOCATION:</b> Headquarters, Boroko	

**History of position**

File ref:	Date of variation	Details

**2. PURPOSE**

This position is responsible for initiating, directing and coordinating all required health care activities and provide assistance in the management of services and processes that support the core business of an organization and ensure that the department has the most suitable working environment for its employees and their activities.

**3. DIMENSION**

The Compliance Health Officer reports to the Manager Occupational Health & Safety and is required to work as a team with the Compliance Safety Officer to execute the work of Occupational Health and Safety in the department.

**4. PRINCIPAL ACCOUNTABILITIES**

- To ensure that appropriate policies, standards and processes are put in place to safeguard the health and safety of employees in the workplace.
- Realization of an effective and efficient management of the Division's Activities and Resources, Effective and appropriate strategies, work programs and budgets for the branch developed.

**5. MAJOR DUTIES**

Develop and maintain the organizations Health Systems by:

- 5.1. Monitoring and assessing health strategies in accordance with legislative and standards compliance required
- 5.2. Assist Managers implementing OH&S plan activities.
- 5.3. Develop OH&S training programs in consultation with the Human Resource Development program.
- 5.4. Coordinate and organize for health education and wellness programs for the Department.
- 5.5. Establish and maintain adequate and appropriate monitoring and auditing health management systems.
- 5.6. Establish and monitor compliance to medical assistance to employee in accordance with the department related policy.
- 5.7. Liaise with government and non-government agencies in developing and implementing health policies and regulations.
- 5.8. Conduct workplace hygiene surveys and assessment and put in place corrective measures where risks are identified and ensure compliance.
- 5.9. Assist in investigating accidents or injuries that occur in the workplace.
- 5.10. Provide compliance monitoring & reporting monthly.

**6. NATURE AND SCOPE**

This position is within the Policy Compliance Division of the Department and reports directly to the Manager Occupational Health & Safety

**6.1 Working relationships**

Who	Why
<b>Internal</b>	
First Assistant Secretary – Policy Compliance	To ensure procedures and guidelines are available to help the organization report health and safety performance and risk management as part of good governance
Manager Occupational Health & Safety	To ensure compliance is maintained in all areas of work carried out in/by DoW according to health & safety legislations and DoW policies and processes
DoW OH&S Committee	To promote awareness of health & safety issues and develop a collaborative relationship between management and employees to identify and resolve health and safety problems. Ensure the Internal Responsibility System functions effectively and ensure our department meets occupational health and safety legislation requirements
<b>External</b>	
Other Government Agencies GEDSI Counterparts	To establish a good working relationship with managers of GEDSI in other departments in implementing GEDSI and establishing network

Who	Why
NDoH, National Aids Council, Cancer Foundation & other health care institutions	Ensure adequate welfare facilities and health and wellbeing initiatives and programs are delivered

## 6.2 Working environment.

The position is located at Department of Works & Highways, Headquarters. It plays a specialist and administrative role within the agencies to ensure the importance of safe work practices is adequately promoted in a holistic manner in achieving government aims and objectives.

## 6.3 Reporting arrangements

### (a) Reporting Line

Manager – Occupational Health & Safety

### (b) Direct Reports

## 6.4 Budget & Expenditure

Budget: In accordance with approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

## 7. CONSTRAINTS, FRAMEWORK AND BOUNDARIES

### ▪ *Rules/procedures*

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance and Management Act and Financial instructions, the Occupational Health & Safety Legislations, the Department Policies and the relevant agreements between the Department of Works & Highways and Government of Papua New Guinea

### ▪ *Decision*

Decisions taken shall be in line with the directives of the Deputy Secretary (Governance and Compliance), the applicable law, standard practices of Governance and Compliance, departmental policies and the relevant agreements in place.

### ▪ *Recommendations*

Any recommendations made should be in line with the appropriate office guidelines/procedures and standing orders and manuals.

## 8. CHALLENGES

- The incumbent must be effective and efficient in management and implementation of programs on Occupational Health which has been fully digested in the Department.
- Meeting and liaising with various people in established institutions and communities to promote healthy lifestyles in the workplace.

**9. REQUIRED COMPETENCIES**

**(a) Qualifications**

The incumbent must have Tertiary qualification in Health Administration and Occupational Health and Safety from a recognized university or institution.

**(b) Knowledge**

The incumbent must have comprehensive knowledge of the Occupational Health and Safety Welfare Act, Regulations and Codes of Practice and must be knowledgeable in Hazard Management Principles.

**(c) Abilities and Skills**

- Working knowledge of The Workplace Safety and Health Act and related legislation.
- Ability to maintain effective work relationships.
- Good organizational skills.
- Good oral and written communication skills.
- Knowledge of the interface between technical and administrative management in the workplace.
- Demonstrate proficiency in the use of email and internet, in the application of software such as MS Word and Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.
- Ability to work under minimum supervision

**(d) Experience**

*A substantial amount of relevant work experience in occupational safety or equivalent role in both private and public sector settings.*

**Social awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

**Core competencies (essential requirements) to be effective in the role:**

Capability	Level
<b>Strategic Management &amp; Leadership Practice</b>	Essential
<b>Effective Communication</b>	Highly essential
<b>Knowledge of the Public Finance Management Act and related financial instructions and the financial management manual</b>	Highly essential
<b>Knowledge of the Public Service Management Act, the General Orders and subsequent special general orders</b>	Highly essential
<b>Knowledge of the Departments mandate in relation to its specific road infrastructure development mandate</b>	Essential