



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



## 1. IDENTIFICATION

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> <i>WFOPEP10</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Human Resource Officer - Grade 14</i>		
<b>DIVISION:</b> <i>Regional Works Office - Northern</i>	<b>LOCAL DESIGNATION:</b> <i>Human Resource Officer</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Wewak</i>	<b>REPORTING TO:</b> <i>Provincial Works Manager</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPEP01</i>
<b>SECTION:</b> <i>Administration</i>	<b>LOCATION:</b> <i>East Sepik</i>		

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no, Re-class, Re-design

## 2. PURPOSE

- Manage day to day operations of the Administration Section of the Department; and
- Manage and control all Human Resource Functions in the Province.

## 3. DIMENSIONS

Providing right level of Human Resource Systems and Processes for the Department in compliance with the relevant standards, procedures and Acts;

Takes charge of three (3) Subordinate staff;

## 4. PRINCIPLE ACCOUNTABILITIES

Provide appropriate and adequate Human Resource for:

- Maintenance of National Roads;
- Providing appropriate technical advice to relevant stakeholders;
- Construction of Missing Links in accordance with the planned programs;
- Delivery of rural based transport and other infrastructure

## 5. MAJOR DUTIES

- 5.1 Provide leadership and manage all Personnel and other Human Resource Management functions in the province;
- 5.2 Ensure management and administration processes and procedures for Human Resources are in compliance with the Public Services Management Act, the General Orders and the departmental policies relating to the Human Resources;
- 5.3 Correctly interpret the Public Service General Orders and provide sound advice on matters that may arise affecting Human Resource to the Provincial Works Manager and other section heads of the Department within the province.

- 5.4 Attend Section Heads meetings on behalf of the section;
- 5.5 Ensure disciplinary matters are properly dealt with in accordance with the Public Services Management Act, the General Orders and the respective Department Policy;
- 5.6 Resolve grievances amicably and in accordance with the Public Services Management Act, the General Orders and the respective Departmental Policy (if any);
- 5.7 Assist the Provincial Works Manager implement various government directives within the province;
- 5.8 Responsible for the proper training of the subordinate staff in accordance with the Training Needs Analysis (TNA); and
- 5.9 Coordinate the implementation of the Graduate Provisional Development Program and the Continuous Professional Development Program in the province;
- 6.0 Liaise with Coordinator (Data Analyst) within the Staff Professional Development Services Branch in Head Quarters to manage field officers implement the Performance Management Targets in the province; and
- 6.1 Carry out other duties as directed, consistent with the above.

## 6. NATURE AND SCOPE

The position is an administrative position within the provincial establishment of the department and it focuses on Administration and Development of Human Resources in the province and reports to the Provincial Works Manager.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Provincial Works Manager and Section Heads of the Provincial Establishment

#### (b) External

- Department of Personnel Management; and
- Other Human Resource related institutions.

### 6.2 WORK ENVIRONMENT

The position is an administrative position focusing on Human Resource management and development in the Provincial Establishment.

## 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 & Management Act, Financial Instructions, the Departmental Operating Manuals, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Highways and other state agencies of Papua New Guinea.

### ▪ Decision

Decisions taken shall be in line with the appropriate delegation of authority, and applicable laws, standard practices of contract management, departmental policies and the relevant agreements with external agencies.

- **Recommendations**

Any recommendations made should be in line with the applicable rules and procedures, guides, manuals, standards and best practices.

## **8. CHALLENGES**

- Keeping abreast with Human Resource best practice;
- Funding constraints for training of Human Resource in accordance with the TNA; and
- Compliance with existing acts and regulations.

Properly developed Human with understanding of applicable laws will help deliver quality outcomes leading to attaining the major objectives of the department and the government.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

Diploma or Degree in Public Administration Human Resource Management or equivalent from a recognized institution.

### **(b) Knowledge**

- Knowledge in Public Administration, Human Resource Management, conversant with the Public Services Management Act, the General Orders, Industrial Awards and the Public Service Administrative Processes.;
- Understanding Department of Works Provincial Establishment and the Department's Corporate Strategies as covered the respective Corporate Plans; and
- Understanding of cross-cutting issues (gender equality, social safeguards, Health and Safety) affecting work force to deliver the aspirations and objectives of the department.

### **(c) Skills**

- Proven ability to properly plan and organize systems and processes in dealing with Human Resource Management;
- Computer literate, familiar with related computer programs and software; and
- Excellent written and oral communication skills; and
- Proven ability to properly interpret the Public Service General Order.

### **(d) Work Experience**

Must have minimum of seven (7) years, experience in the public service on Human Resource Management and Development.