

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> Department of Prime Minister and NEC	<b>SYS. POSN. NO:</b> (10 digit concept payroll no.)	<b>REF. NO:</b> HRM 06	
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> HR Officer – Contracts Administration, Gr.14		
<b>DIVISION:</b> Operations	<b>LOCAL DESIGNATION:</b> HR Officer		
<b>BRANCH:</b> Human Resource Management	<b>REPORTING TO:</b> PA – R&H	<b>SYS. POS. NO:</b> (10 digit payroll no.)	<b>REF. NO:</b> HRM 05
<b>SECTION:</b> HR Administration	<b>LOCATION:</b> Sir Manasupe House		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM; Org. Design	08 <sup>th</sup> April 2016	Reno/Revised Job Description

**2. PURPOSE**

To support the HR Administration team on contract administration activities including collate workforce data for reporting to executive management and the Department of Personnel Management.

**3. DIMENSIONS**

Budget: Nil	Staff: Nil	Others: Nil
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**4. PRINCIPLE ACCOUNTABILITIES**

- Ensure timely administration of all contracts including management of its data in accordance with existing public service policies and processes.

**5. MAJOR DUTIES**

- 5.1 Coordinate the administration of all Contracts of Employment (Senior and STC's) liaising with Salary Administration to ensure an efficient and seamless service;
- 5.2 Ensure adherence to existing rules and regulations governing employment contracts;
- 5.3 Support the administrative affairs of the Contracts Review Committee and other such functions as required under the Public Service Management Act and General Orders, and
- 5.4 Maintain the Employment Contracts data of the department.

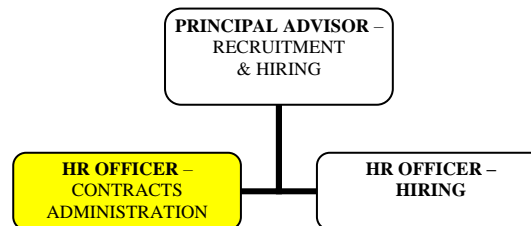
**6. NATURE AND SCOPE**

The position is a line position of the Department and reports directly to the Principal Advisor – Recruitment & Hiring in the HR Administration Section of the Human Resource Management Branch. The position supports the section in all contracts administration activities as well as maintenance of its data for the department.

## 6.1 WORKING RELATIONSHIP

### Internal

The HR Officer-Contracts Administration provides support and advisory role within the HR Administration Section on contracts administration activities of the department. The Officer also liaises directly with the Director–HRM or Manager–HRA as well as interact with staff.



### External

The HR Officer-Contracts Administration's work requirements also require effective communication with the Department of Personnel Management as well as other relevant Government departments and agencies.

## 6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays an administrative/support role in the contracts administration activities of the department.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### *Rules/procedures*

The position is guided by the Public Service General Orders, Public Service Management Act, Public Service Finance Management Act and the Employment Act.

### *Decision*

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Finance Management Act, the Employment Act and Department policies.

### *Recommendations*

Any recommendations made by the position will be in line with relevant legislations and Department policies.

## 8. CHALLENGES

Maintain compliance to existing laws and regulations governing HRM practice

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications

The incumbent must have a minimum qualification of a University degree in Human Resource Management, Public Administration and or equivalent with a strong background in HRM in PNG Public Service.

### Knowledge

Must have thorough knowledge and good understanding of:-

- Public Service (*Management*) Act
- Public Service General Orders
- Public Service Code of Ethics

### Skills

**Focus strategically.** Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Identifies problems and works to resolve them. Thinks laterally, identifies and implements improved work practices.

**Ensures closure and delivers on intended results.** Sees projects through to completion. Monitors project progress and manages priorities. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from Supervisor to gauge satisfaction.

**Nurtures internal and external relationships.** Builds and sustains positive relationship with team members, stakeholders and clients. Is responsive to changes in client and stakeholder needs and expectations.

**Demonstrates public service professionalism and probity.** Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.

**Negotiates persuasively.** Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.

Ability to use Microsoft Office software.

### Work Experience

Minimum of three (3) years work experience in relevant field in the Public Service and or the private sector.