

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

AGENCY: Department of Prime Minister and NEC	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: HRM 07	
OFFICE:	DESIGNATION/CLASSIFICATION: HR Officer - Hiring, Gr.14		
DIVISION: Operations	LOCAL DESIGNATION: HR Officer		
BRANCH: Human Resource Management	REPORTING TO: PA – R&H	SYS. POS. NO: (10 digit payroll no.)	REF. NO: HRM 05
SECTION: HR Administration	LOCATION: Sir Manasupe House		

HISTORY OF POSITION

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

2. PURPOSE

To support in the recruitment and selection activities of the HR Administration team including collate workforce data for reporting to executive management and the Department of Personnel Management and maintain establishment data.

3. DIMENSIONS

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

- Ensure timely accomplishment of all selection and recruitment data and that all positions are filled in accordance with existing public service policies and processes;

5. MAJOR DUTIES

- 5.1 Provide administrative support to the Managers and selection panel to ensure that positions are filled efficiently and in accordance with public service policies and processes;
- 5.2 Coordinate the administration of appointments and staff movements liaising with Salary Administration to ensure an efficient and seamless service;
- 5.3 Support the administrative affairs of the Selection Committee and other such functions as required under the Public Service Management Act and General Orders, and
- 5.4 Maintain the establishment data of the department.

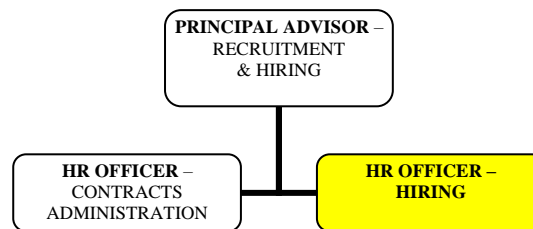
6. NATURE AND SCOPE

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 selection & recruitment activities as well as establishment maintenance for the department.

6.1 WORKING RELATIONSHIP

Internal

The HR Officer-Hiring provides support and advisory role within the HR Administration Section on selection & recruitment 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-Hiring'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 selection & recruitment 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.