

**JOB DESCRIPTION****1. IDENTIFICATION**

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: HRM 13
OFFICE: Corporate Service Wing	DESIGNATION/CLASSIFICATION: Manager – Employment Conditions & G.E.S.I, Grade 17	
DIVISION: Operations	LOCAL DESIGNATION: Manager – Employment Conditions & G.E.S.I	
BRANCH: Human Resource Management	REPORTING TO: Director – H.R.M	SYS. POS. NO: REF. NO: HRM 01
SECTION: Employment Cond. & GESI	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno/JD Revised
Org: 01/2011	02/12/2011	Abolished/Created

2. PURPOSE

- Responsible for leading and managing Employment Conditions, Gender Equality & Social Inclusion, Work Place Health & Safety and Industrial Relation team in ensuring by the development and implementation of the departments HR policies and procedures. Providing advice, counselling and support services and resolve issues of dispute and employee discipline

3. DIMENSIONS

- The position is housed within the headquarters and manages all the staff of Employment Conditions & Gesi unit. It is an approved position established under the administrative structure responsible for four (4) staff. It operates within a budget as allocated from time to time.
- Provides sound advice on Employment Cond. & GESI matters and issues in compliance with the Public Service Management Act and the Public Service General Order and other relevant Legislations where and when required.

4. PRINCIPLE ACCOUNTABILITIES

- Effective administrative and strategic Employment Conditions & GESI work force covering, workplace health & safety, housing, counselling, exits, discipline, industrial relations and review and EC & GESI policies, processes procedures;
- Proper administration of employment terms and conditions and promote harmonious work relation among the department work force;
- Effective administration of GESI Policy, workforce health & safety program.

5. MAJOR DUTIES

- 5.1 As part of the management team within HRM, Strategic HR Plan and effective modes of service delivery to the department;

- 5.2 Provide service and advice to managers and staff on HR policies and procedures, discipline, grievances and appeals to ensure the effective management of the department and to achieve organizational objectives;
- 5.3 Provide staff counseling of behavior and underperformance as required;
- 5.4 Provide strategic and operational direction to the activities of the employee relations and workplace health and safety teams;
- 5.5 Provide advice on Senior Officers Contracts in relation Discipline and Employment Conditions including application of SDMA's, Housing, Utilities and other benefits;
- 5.6 Review and develop HR guidelines and administrative manuals to give effect to the legislative and policy framework governing the national public service;
- 5.7 Ensure adhere to existing rules and regulations governing discipline, grievances, appeals, retrenchment, work place health and safety and matters arising out of legal or industrial references, in particular the Public Service Commission;
- 5.8 Prepare correspondence and reports relating to more complex queries in relation to discipline, grievances, appeals and GESI;
- 5.9 Undertake investigations into complex discipline and grievance matters and refer matters of a criminal nature to police;
- 5.10 Develop and deliver a range of education and awareness programs in relation to appeals;
- 5.11 Liaise and maintain communication with Namba Wan Super Limited on matters relating to employees savings, benefits and others;
- 5.12 Liaise and maintain communication with Insurance Companies relating to employees insurance;
- 5.13 Represent the department in relation to emerging industrial relations and GESI issues and liaise with the Department of Personnel Management on Industrial and GESI issues impacting upon the department; and
- 5.14 Manage the administrative affairs of internal committees such as Discipline, Housing, GESI and Welfare, HIV AIDS, Work Place Health and Safety and other such functions as required under the Public Service Management Act and the General Order.

6. NATURE AND SCOPE

This position is within the Corporate Service Wing and is a senior management position within the Human Resource Branch. The position reports to the Director, HRM and advises on all matters/activities which include Employment Conditions, GESI, Staff Welfare, Discipline, Workplace Health & Safety and other related areas.

6.1 WORKING RELATIONSHIP (draw structure)

Internal

The position reports to the Director, HRM and Director General and Deputy Secretary Corporate Services as and when required.

External

The position maintains a strong working net work and relationship Public Service Commission, Department of Personnel Management, National Aids Council, Namba Wan Super Limited, Insurance Companies, Social & Sporting Groups, Insurance Companies and other relevant organizations.

6.2 WORK ENVIRONMENT

The position is within the Sir Manasupe House and performs a strategic policy analysis role that captures technical knowledge in the area of employment conditions, GESI, discipline and staff welfare.

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 and the Employment Act, Department policies.

Recommendations

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

8. CHALLENGES

Deliver best Works policy implementation advice to Chief Secretary.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

The incumbent must have a minimum University qualification degree or Diploma preferably Human Resource, Policy Management, Public Administration or Education.

Knowledge

The Manager – Employment Conditions & GESI must poses adequate knowledge and good understanding of government policies and acts regulating the Works sector.

Skills

Poses good leadership and management skills.

Focus strategically.

Knows and understands main objective of the unit and effectively links between his superiors and other colleagues to provide quality policy advice on Works. Maintain effective relationship with external clients to part take in official programs to formulate long term policies.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships.

Builds and sustains relationships with a network of key people internally and externally. Recognizes shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity.

Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organizational processes and legal and public policy constraints. Operates as an effective representative of the organization in public and internal forums.

Negotiates persuasively.

Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

Ability to use Microsoft Office software.

Work Experience

Minimum of (6) years work experience at senior level preferably within the Public Service.