



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO:	POS. NO: HRM 15
OFFICE / WING: Operations	DESIGNATION/CLASSIFICATION: Employment Conditions Officer – <i>Grade 14</i>	
DIVISION: Corporate Services	LOCAL DESIGNATION: Employment Conditions Officer	
BRANCH: Human Resource Management	REPORTING TO: Principal Advisor – Employee Conditions	SYS. POS. NO: REF. NO: HRM 13
SECTION:	LOCATION: Sir Manasupe House, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08 April, 2016	No Change/ Reclass/JD Revised

2. PURPOSE

Contribute in developing and reviewing/revising the department's HR policies and procedures, providing advice and support to employee's welfare and resolve issues of dispute and employee discipline.

3. DIMENSIONS (size components)

Budget: Allocation of approximately K2m for the Employment Conditions & Industrial Relations unit

Staff: One (1) senior Employment Conditions Officer at Grade 14, including 4 staffs in the EC/IR unit making a total of 5 staffs

Financial: Nil	Subordinates NIL	Others
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4. PRINCIPLE ACCOUNTABILITIES

The Employment Conditions & Industrial Relations Officer reports to the Principal Adviser, Employment Conditions & Industrial Relations. The key result areas are to:

- Ensure HR policies in relation to Employment Conditions & Industrial Relations are developed or reviewed to enhance improvement of service delivery.
- Ensure all discipline, grievances and appeals are objectively handled with good HR practices.

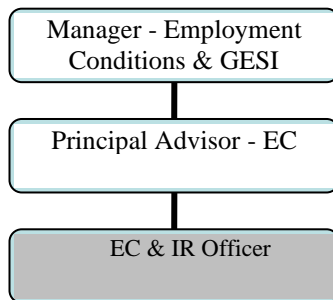
5. MAJOR DUTIES

- 5.1 Provide 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.
- 5.2 Review and develop HR policy guidelines and administrative manuals for the department to give effect to the legislative and policy framework governing the national public service.
- 6 Prepare correspondence and reports relating to queries in relation to discipline, grievances, and appeals.
- 7 Undertake investigations into discipline and grievance matters.
- 8 Contribute to the preparation of cases for appeal to the Public Service Commission in collaboration with the officer concerned and divisional heads.
- 9 Develop and deliver a range of education and awareness programs in relation to discipline, grievances and appeals.
- 10 Provide staff counseling on behavior and under-performance as required.
- 11 Contribute to the administrative affairs of internal committees such as Discipline, Housing and Welfare, and other such functions as required under the Public Service Management Act and the General Orders.
- 12 Provide regular briefs to the Manager, Employment Conditions & Industrial Relations on HR matters.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

a) Internal



The Employment Conditions & Industrial Relations Officer provides advice to managers and staff throughout the department.

b) External

Work requirements may include communication with Department of Personnel Management, Public Service Commission, Public Employees' Association, Department of Labour and Employment, Police, or lawyers representing an employee's interests.

6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at Waigani. It plays a strategic role in the management of human resources employment conditions and industrial related issues and matters arising within the Department are strategically addressed. Ensuring all employment terms and conditions and industrial matters are taken care of according to Public Service General Orders, Public Service Management Act, Public Service Financial Management Act and the Employment Act including Department Policies.

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 Public Employment Act and 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

Encourage best HRM Practice in the Department. Work without fear or favor.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

The incumbent must have a minimum university qualification with a degree in Human Resources Management, Public Administration and or equivalent with a strong background in Human Resource Management and Public Service.

Knowledge

The incumbent must have knowledge of all aspects of human resource management in the Public Service with a good understanding of the Public Service Management Act and the General Orders, case law relating to public employment and industrial principles and agreements.

Skills

- Ability to lead and manage a high performing employee relations team.
- **Shows judgement, intelligence and commonsense.**
- Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.
- Recognizes the links between interconnected issues.
- Breaks through problems and weighs up the options to identify solutions.
- Explores possibilities and innovative alternatives completion.
- Monitors project progress and adjusts plans as required.
- Commits to achieving quality outcomes and ensures documentation procedures are maintained.
- Seeks feedback from stakeholders to gauge satisfaction.
- **Nurtures internal and external relationships.** Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship. 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 in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and frames arguments accordingly. Encourages the support of relevant stakeholders. Strives to achieve an outcome that delivers benefits for both parties. Ability to use Microsoft Office software.

Work Experience

Minimum of five (5) years' work experience at supervisory level in Human Resource Management or at a senior level in the Public Service or similar field.