



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

|  |   |                                       |
|--|---|---------------------------------------|
| <b>DEPARTMENT:</b><br>Prime Minister & Nec                         | <b>SYS. POSN. NO:</b><br>(10 digit concept payroll no.)                                     | <b>REF. NO:</b> (Posn. No.)<br>HRM 20 |
| <b>OFFICE:</b><br>Operations                                       | <b>DESIGNATION/CLASSIFICATION:</b><br>HR Officer – Employee Performance Management , Gr. 14 |                                       |
| <b>DIVISION:</b><br>Corporate Services                             | <b>LOCAL DESIGNATION:</b><br>HR Officer – Employee Performance Management                   |                                       |
| <b>BRANCH:</b><br>Human Resource Management                        | <b>REPORTING TO:</b><br>PA – Organization and Change Management                             | <b>SYS. POS. NO:</b> <b>REF. NO:</b>  |
| <b>SECTION:</b><br>Organization      and      Change<br>Management | <b>LOCATION:</b><br>WIAGANI – SIR MANASUPE HAUS   |                                       |

#### HISTORY OF POSITION

| FILE REF.   | DATE OF VARIATION           | DETAILS              |
|-------------|-----------------------------|----------------------|
| ORG 02/2016 | 08 <sup>TH</sup> APRIL 2016 | RECLASS / JD REVISED |

#### 2. PURPOSE

- Member of an organizational and change management services team responsible for workforce planning, employment programs, organizational development change management and performance management initiatives, supporting the strategic objectives of the department.

#### 3. DIMENSIONS

Nil

#### 4. PRINCIPLE ACCOUNTABILITIES

The Employee Performance Management Officer reports to the Principal Adviser Organization & Change Management. The key result areas of the position are:

- Effective implementation of Executive Performance Agreements and individual performance programs
- Ensure establishment of appropriate performance management systems and process
- Ensure support with implementation of reward and recognition strategies to support a performance based culture

#### 5. MAJOR DUTIES

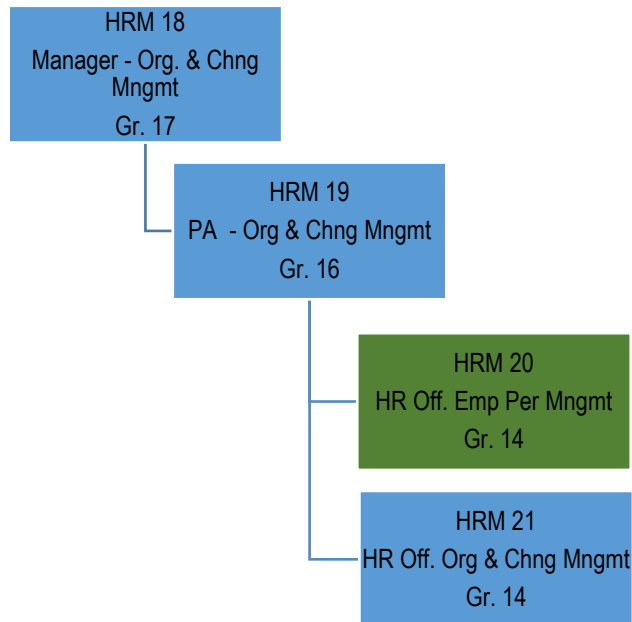
1. Provide services and advice to managers and staff on performance management, staff welfare and change management to ensure the effective management of the Department and to achieve organisational objectives.
2. Establish the systems and processes for performance management within the department and in accordance with the strategic management cycle.

3. Coordinate and maintain Executive Performance Agreements and the Individual Performance Management processes in accordance with the strategic management cycle.
4. Assist with the implementation of a reward and recognition strategy to support a performance based culture and to recognise achievement of the department's goals and objectives.
5. Assist with the coordination and maintenance of employment pathways programs, including traineeships and the graduate development program.
6. Develop and implement a range of organisational development initiatives as required to support the strategic workforce management objectives of the department.
7. Facilitate groups within the department to assist them to plan their workforce management activities, build teams, and resolve workforce management issues.
8. Contribute to and support the administrative affairs of internal committees such as the EEO committee and other such functions as required under the Public Service Management Act and the General Orders.
9. Provide regular briefs to the Principal Advisor and Manager Organisation and Change Management on HR matters relating to Employee Performance Management.

## 6. NATURE AND SCOPE

This is a line position within the department, reports to the Principal Advisor and Manager Organization and Change Management on matters relating to the management of employee performances.

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

The Employee Performance Management Officer provides advice and services to managers and staff throughout the department on the management of the Performance Management matters. The Employee Performance Management Officer informs the Principal Adviser Organisation & Change Management as soon as possible any abnormal issues arise and may refer matters for resolution.

#### (b) External

Liaise with DPM and other sources on the Performance Management information on the management of the Staff Appraisal System and communicate with national and international organisations in seeking better pathways for enhancing the employee performance management.

## 6.2 WORK ENVIRONMENT

The Position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a technical and specialist roles in managing staff.

## 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, PM&NEC Act and the Employment Act.

### Decisions

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 the Department policies.

### Recommendations

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

## 8. CHALLENGES

Maintain good working relationship and proper work ethics in compliance to existing laws and regulations governing public services.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) 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 the PNG Public Service.

### (b) Knowledge

- Employee Performance Management Officer must have knowledge of organisational development and performance management and how they support the strategic objectives of a large organisation. The incumbent must able to know the Public Service (Management) Act, The GO and the appropriate PS procedures and processes.

### (c) Skills

- **Harnesses information and opportunities.** Draws on information from diverse sources and uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on issues that may affect work progress.
- **Takes responsibility for managing work projects to achieve 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.
- **Listens to, understands and recognises the needs of others.** Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.

- **Commits to action.** 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.
- **Listens, understands and adapts to audience.** Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others comments and does not allow misunderstandings to linger.
- Ability to facilitate groups to achieve business outcomes.
- Ability to use Microsoft Office software.

**(d) Work Experience**

At least three (3) years' work experience in Human Resource Management in the Public Service and or a similar field.