

PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SEQ NO: 0000250124	POS. NO: DJAGHR.12
DESIGNATION/CLASSIFICATION: Performance Management Officer - Grade 14	LOCAL DESIGNATION: Performance Management Officer	DIVISION: Corporate Affairs & General Administration
BRANCH: Human Resource Management	REPORTING TO: Manager Strategic Human Resource Management - Grade 17	POS. NO: DJAGHR.03
SECTION: Strategic Human Resource Management	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OASTB: 1/00	1st November 2000	CREATED
OASTB: 1/00	16th November 2000	NO CHANGE
HRM 8.1.20/HR: 11/08	26 November 2008	REVISED, RECLASS
HRM 8.1.20/HR: 31/13	31st March 2013	RECLASS AND REVISED
HRM 8.1.20/HR: 21/15	21st April 2015	RECLASS
HRM 8.1.20/HR: 21/24	21st April 2024	REVISED

2. PURPOSE

The Human Resources Management Branch is responsible for administering and facilitating all human resources and personnel matters on behalf of the Department of Justice & Attorney General. This includes organizational development, workforce planning, selection and recruitment, performance management and discipline, payroll and contract administration, leave and attendance administration, training and professional development, induction, cross-cutting issues awareness, management of occupational health and safety, and graduate trainee management.

The Performance Management Officer facilitates performance appraisals, monitors and evaluates staff performances, and enforces disciplinary matters in accordance with the Public Service (Management) Act and the General Orders.

3. DIMENSIONS

- **Finance:** None
- **Staff Supervision:** None

4. PRINCIPAL ACCOUNTABILITIES

- Ensure proper coordination of the staff appraisal and evaluation process.
- Ensure effective monitoring of staff performance.
- Facilitate Higher Duty Allowances processes.

5. MAJOR DUTIES

- Coordinate the work of Monitoring and Evaluation functions.
- Organize periodic staff appraisals and evaluations for training and development, remuneration, and disciplinary purposes.
- Monitor and assess the performance of departmental staff.
- Maintain comprehensive records related to performance management.
- Facilitate processes related to Higher Duty Allowances.
- Perform other duties as directed consistent with the above.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reports to the Manager Strategic Human Resource Management and the Executive Manager HRM.
- Liaises with Branch Heads.

(b) External:

- Coordinates with the Department of Personnel Management and other relevant agencies, including the Public Services Commission.

6.2 WORK ENVIRONMENT

The position operates within the statutory, technical, and administrative frameworks set by the Department's policies and procedures.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures:** Must adhere to departmental policies and procedures, Public Service Management Act, Public Service General Order etc...
- **Decision:** Authority to make decisions within the scope of performance management.
- **Recommendations:** Provides recommendations on performance management issues to senior management.

8. CHALLENGES

Ensuring effective performance management and appraisal processes amidst changing organizational dynamics and staff needs.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

(a) Qualifications:

- Bachelor's Degree in Human Resource Management, Psychology, or a related field from a recognized institution.

(b) Knowledge:

- Public Service (Management) Act, other public service legislation, General Orders, and performance management principles and practices.
- Strong knowledge of performance management processes.

(c) Skills:

- Good oral and written communication skills.
- Proficient in evaluation, monitoring, analytical, assessing, researching, interpersonal, public relations, supervisory, and leadership skills.

(d) Experience:

- At least five (5) years of experience in performance management or an allied field.