

PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

SEQ NO: 0000250829	POS. NO: DJAGHR.19	DEPARTMENT: Justice & Attorney General
DESIGNATION/CLASSIFICATION: Contract Administration Officer - Grade 13	LOCAL DESIGNATION: Contract Officer	DIVISION: Corporate Affairs & General Administration
BRANCH: Human Resource Management	IMMEDIATE SUPERVISOR: Manager (Strategic Human Resource Management) - Grade 17	POS. NO: DJAGHR.03
HIGHEST SUBORDINATE: None	SECTION: Strategic Human Resource Management	LOCATION: Waigani

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/HR: 11/08	26 November 2008	Created
HRM 8.1.20/HR: 31/13	31 March 2013	Reclassified and Revised

2. PURPOSE OF THE JOB

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, recruitment, performance management, payroll and contract administration, leave and attendance management, training and development, induction, cross-cutting issues awareness, occupational health and safety, and graduate trainee management.

The Contract Administration Officer is responsible for coordinating the efficient administration of Senior Management and Short Term Contracts.

3. DIMENSIONS

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

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the proper administration of Senior Management and Short Term contracts.

5. MAJOR DUTIES

- Administer Senior Management and Short Term Contracts efficiently.
- Arrange employee payroll numbers as required.
- Facilitate contract review meetings and process renewals or other amendments.
- Perform other duties as directed consistent with the role.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reports to the Executive Manager (HRM).
- Reports to the Manager (SHRM).
- Liaises with Branch Heads.

(b) External:

- Engages with the Department of Personnel Management and other relevant agencies.

6.2 WORK ENVIRONMENT

Operates within the frameworks set by departmental policies, public service legislation, and contract management practices.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adheres to departmental policies, public service regulations, and contract management standards.
- **Decision:** Authority to make decisions related to contract administration and renewals.
- **Recommendations:** Provides recommendations for improving contract administration processes.

8. CHALLENGES

Ensuring the efficient administration and renewal of contracts while maintaining compliance with relevant legislation and policies.

9. QUALIFICATIONS, EXPERIENCE, AND SKILLS

(a) Qualifications:

- Tertiary qualification in HRM, Psychology, Public Administration, or another related discipline.

(b) Knowledge:

- Knowledge of the Public Service (Management) Act, other Public Service legislation, General Orders, and Public Service management principles and practices.

(c) Skills:

- Good standard of oral and written communication.
- Computer literate.

(d) Experience:

- At least five years of experience in a related field.