



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHR. 04
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION PRINCIPAL HUMAN RESOURCE DEVELOPMENT OFFICER GR.14	
OFFICE/AGENCY:	LOCAL DESIGNATION:	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: HUMAN RESOURCE MANAGEMENT	IMMEDIATE SUPERVISOR MANAGER (HUMAN RESOURCE DEVELOPMENT) GR. 16	POS. NO. DJAGHR. 02
SECTION: HUMAN RESOURCE DEVELOPMENT	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB: 1/00	1 ST NOVEMBER 2000	RECLASS
OASTB: 1/00	16 TH NOVEMBER 2000	NO CHANGE
HRM 8.1.20/HR: 11/08	26 NOVEMBER 2008	REDES
HRM 8.1.20/HR: 31/13	31 ST MARCH 2013	REVISED

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 and workforce planning activities, selection and recruitment activities, performance management and discipline, payroll and contract administration, leave and attendance administration, training and professional development, induction, cross cutting issues awareness and management occupational health and safety, graduate trainee management etc.

The Branch plays an essential role in any organization. Employment of staff is generally first based on; "The skills required enabling a service delivery process to function enabling technology to be used effectively" and "the number of people with the required skills necessary to meet the demand for services."

To co-ordinate specialised professional and managerial training for the Legal officers employed by the department.

ACCOUNTABILITIES

- Ensure proper planning, co-ordination and facilitation of training and development activities of Legal Officers of the Department.
- Effective planning and organising of Legal Officers workshops, seminars, conferences etc.
- Ensure proper filing, storage and maintenance of training records of Legal Officers.

MAJOR DUTIES:

- Identify professional and managerial training needs for the Legal Officers of the Department.
- Liaise with the Universities, colleges and training institutions in country and overseas relating to Legal Officers training.
- Liaise with the Donor agencies relative to funding of training programs of Legal Officers.
- Evaluate the training of Legal Officers in the department.
- Assist the Manager (T&D) in preparing reports on the training of legal officers.
- Liaise with the Branch Heads in relating to training of legal officers.
- Prepare Training costs estimates for Legal Officers.
- Organise travel arrangement of Lawyers on training, workshops, seminars etc.
- Plan, and facilitate workshops for Legal Officers.
- Perform other duties as directed consistent with the above.

REPORTING AND WORK RELATIONSHIP -INTERNAL

- Reporting to the Manager (HRD).
- Liaise with the Legal Branch Heads and Constitutional Office Holders.

WORK RELATIONSHIP - EXTERNAL

- Liaise with Universities and Institutions on the training of Legal Officers in-country and overseas.
- Liaise with Donor Agencies for funding of training programs for Lawyers.
- Liaise with Department of Personnel Management.
- Liaise with Legal Training Institute.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Tertiary qualification in Education or Human Resource Management.

Knowledge

- Papua New Guinea Criminal Justice System, Public Services (Management) Act, General Orders and other relevant Legislation.
- Sound knowledge of the Training Policy.

Skills

- Designing training programs, planning evaluation research, communication, report inter-personnel, public relation, training design, supervision and management.

Experience

- At least 5 years experience in the field of Human Resource Development.