



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHR.0 5
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER GR.14	
OFFICE/AGENCY:	LOCAL DESIGNATION: SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER	
DIVISION: JUSTICE CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: HUMAN RESOURCE MANAGEMENT	IMMEDIATE SUPERVISOR: MANAGER HR DEVELOPMENT GR. 16	POS. NO. DJAGHR. 02
SECTION: HUMAN RESOURCE DEVELOPMENT	LOCATION: WAIGANI	

HISTORY OF POSITION

DPM 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	RECLASS AND 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.”

The Senior HRD Officer is responsible for coordinating the training and development activities of general staff of the Department, including facilitating the Public Service Induction Courses.

ACCOUNTABILITIES:

- Enable proper planning and implementation of training and development activities of the non-legal staff of Department.
- Ensure proper evaluation of training and development programs of general staff.
- Ensure proper filing storage and maintenance of training records of all general staff.

MAJOR DUTIES:

- Identify training needs of the general staff of the Department.
- Identify relevant training courses for the general staff.
- Develop and implement training career paths for the general staff.
- Design and implement training plans for the general staff, which includes the three (3) year training plan.
- Prepare Annual Training bids for the general staff
- Compile and submit to the HR Committee recommended list of general staff for internal and external training.
- Prepare, and conduct induction training and facilitate permanent appointment of probationary officers.
- Design and implement in-house training programme for the general staff.
- Assist Branches in planning and implementing on-the-job training for the no-legal staff.
- Evaluate training of the non-legal staff.
- Report on the training of the non-legal staff.
- Prepare budget estimates on the training of the non-legal staff.
- Perform minute taker responsibility for the HR Committee.
- Perform other duties as directed consistent with the above.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Reporting to the Principal HRD Officer.
- Liaise with Branch Heads and on occasions deal directly with individual officers.

REPORTING AND WORK RELATIONSHIP - EXTERNAL

- Liaise with Department of Personnel Management.
- Liaise with other Departments and agencies.
- Liaise with training Institutions, In-country and Overseas.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Degree in HRM or Education and any other disciplinary appropriate.

Knowledge

- Public Services (Management) Act, General Orders and Public Administration, Management principles and practices.
- Sound knowledge of staff development and training policies, principles and practices.

Skills

- High standard of oral and written communication, inter personnel, public relations, managerial and teaching skills.
- Designing of training programs.
- Counselling and mentoring skills.

Experience

- At least five (5) years experience in the field of training and staff development.