



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHR.1 2
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION PERFORMANCE MANAGEMENT OFFICER- GR 14	
OFFICE/AGENCY:	LOCAL DESIGNATION: PERFORMANCE MANAGEMENT OFFICER	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: HUMAN RESOURCE MANAGEMENT	IMMEDIATE SUPERVISOR MANAGER STRATEGIC HUMAN RESOURCE MANAGEMENT- GR 17	POS. NO. DJAGHR. 03
SECTION: STRATEGIC HUMAN RESOURCE MANAGEMENT	LOCATION: WAIGANI	

HISTORY OF POSITION

FILENO.	DATE OF VARIATION	DETAILS
OASTB: 1/00	1 ST NOVEMBER 2000	CREATE
OASTB: 1/00	16 TH NOVEMBER 2000	NO CHANGE
HRM 8.1.20/HR: 11/08	26 NOVEMBER 2008	REVISED, RECLASS
HRM 8.1.20/HR: 31/13	31 ST MARCH 2013	RECLASS AND REVISED
HRM 8.1.20/HR: 21/15	21 ST APRIL 2015	RECLASS

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 Performance Management Officer is responsible for facilitating performance appraisals, monitoring and evaluating staff performances and enforcing disciplinary matters in accordance with the Public Service (Management) Act and the General Orders.

ACCOUNTABILITIES

- Ensure proper co-ordination of the staff appraisal and evaluation process.
- Ensure proper monitoring of the staff performances.
- Facilitate Higher Duty Allowances processes.

MAJOR DUTIES

- Co-ordinate the work of Monitoring and Evaluation functions.
- Co-ordinate periodic staff appraisals and evaluate for the purpose of training and development, remuneration and discipline.
- Monitor the performance of the staff of the department.
- Ensure to adequately maintain all records relating to performance management.
- Facilitate Higher Duty Allowances processes.
- Perform other duties as directed consistent with the above.

REPORTING AND WORK RELATIONSHIP -INTERNAL

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

WORK RELATIONSHIP -EXTERNAL

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

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Must possess a Bachelors Degree in the area of Human Resource Management or Psychology from any recognized Institution.

Knowledge

- Public Service (Management) Act, other PS Legislation, General Orders and PS Management principles and practices.
- Strong knowledge in the area of performance management.

Skills

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

Experience

- At least five (5) years experience in an allied field.