



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHR.1 6
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION EMPLOYEE RELATIONS OFFICER GR.12	
OFFICE/AGENCY:	LOCAL DESIGNATION: STAFF AND INDUSTRIAL 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
HRM 8.1.20/HR: 11/08	26 NOVEMBER 2008	CREATED
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."

The Employee Relations Officer is responsible for providing sound advice on staff, disciplinary and industrial matters and ensuring effective and efficient and harmonious work environment.

ACCOUNTABILITIES:

- The task of maintaining harmonious and productive relationship between employees and the Management.
- To liaise closely with all Branch Heads within the Department on staff industrial matters.
- To ensure that proper procedures of the Public Service (Management) Act and the Public Service General Orders, and all other relevant policies are adequately exercised and administered.

MAJOR DUTIES:

- Exercise delegation under the Public Service (Management) Act, General Orders, policies and other instructions.
- Deal with staff and administration matters and assist staff problems relating to industrial relation.
- Monitor the process of disciplinary in practice and enforce procedures and instructions as applicable.
- Investigate and advise Branch Heads of the correct procedures and measures to take on disciplinary matters.
- Assist and advise officers of their terms and conditions of employment.
- Attend to other appeal cases for officers of the Department lodged to the Public Service Commission and provide prompt response as required.
- Provide secretarial support to the Disciplinary Committee.
- Act as workplace delegate of staff of Department with PEA, Police Savings and Loan Society, Nambawan Super Fund and Teachers Savings and Loan matters.
- Any other duties related to the above.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Reports to the Manager (SHRM).
- Liaises/Consults with Management in relation to staff and industrial matters.
- Liaise with Audit Section.
- Liaise with Branch Heads.
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WORK RELATIONSHIP - EXTERNAL

- Liaise with the Public Service Commission, Ombudsman Commission and PEA, Police Savings & Loan Society, Nambawan Super and Teachers Savings & Loans on matters involving staff of the Department.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Bachelors Degree in Business, Public Administration with majors in HRM or any other appropriate discipline in social sciences field. Diploma in Public Administration, HRM Management and other qualifications acceptable to DPM.

Knowledge

- Possesses a high level of:

- Disciplinary processes and procedures within the Public Service.
- The Public Service (Management) Act, and General Orders, and Public Finance, (Management) Act, and Financial Management and their applications.
- Public Service Policies, procedures and systems.

Skills

- Inter-personal skills.
- Analytical skills.
- Computer skills including MS Word, Excel, Spreadsheets, PowerPoint.
- High level of written/oral communication skills.
- Negotiation skills.

Experience

- A minimum of five (5) years work experience in human resource management/personnel/personnel management especially with the staff, disciplinary and industrial matters in the Public Service.