



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHR.17
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SENIOR TRAINING OFFICER GR. 13	
OFFICE/AGENCY:	LOCAL DESIGNATION: SENIOR TRAINING OFFICER	
DIVISION: CORPORATE & ADMINISTRATIVE SERVICES	HIGHEST SUBORDINATE	POS. NO.
BRANCH: HUMAN RESOURCE MANAGEMENT	IMMEDIATE SUPERVISOR: MANAGER - HRD	POS. NO. DJAGHR.16
SECTION: HUMAN RESOURCE DEVELOPMENT	LOCATION: WAIGANI	

HISTORY OF POSITION

FILENO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/HR: 11/08	26 NOVEMBER 2008	REVISED AND 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 Senior Training Officer is responsible to assist coordinate and facilitate all training activities of the Department, including induction training for Probationary Officers.

ACCOUNTABILITIES:

- Efficiently and effectively co-ordinate and facilitate all training and development programs of the Department.
- Assist the Manager (HRD) conduct Training Needs Analysis (TNA) to identify specific training needs of the Department
- Update and maintain all physical training files including the Electronic HRD Database System.

MAJOR DUTIES

- Assist the Manager – HRD plan and execute all training activities of the Department according to budget and Training Plan.
- Liaise with training institutions both in –country and overseas and identify appropriate training to address specific training gaps for Departmental staff.
- Assist the Manager – HRD coordinate and facilitate the induction programs for new staff.
- Maintain and update all HRD training files including the electronic Database System.
- Assist the Manager – HRD prepare annual work plan and budget for training activities
- Contribute to performance of the Human Resource Management Branch functions by directly supporting the EM (HRM) and Senior Officers.
- Design and deliver generic training within the Department.
- Perform other duties as directed consistent to the above.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Report to Manager (Human Resource Development).
- Liaise with other Branches of the Department on behalf of the Executive Manager (HRM) on HRD matters.

WORK RELATIONSHIP - EXTERNAL

- Liaise with all Training Institutions both overseas and in- country
- Liaise with Department of Personnel Management and National Training Council
- Liaise with other agencies of the Law & Justice Sector and the Public Service.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Diploma or Bachelors Degree in HRM, Education or other related disciplines.

Knowledge

- Sound knowledge of the Public (Services) Management Act.
- Sound knowledge of the Public Service General Orders
- Background knowledge and skills in training, delivery and assessment
- General understanding of the National Training Policy
- General understanding of HAMP Act and National Gender Strategy and Policy

Skills

- Good computer skills in Microsoft Office (Word, PowerPoint, Excel and Access).
- Excellent oral and verbal communication.
- Written & verbal fluency in PNG.
- Excellent Public Relations skills.
- Training delivery and assessment skills

Experience

- At least three years experience in Human Resource Development and training
- At least 3 – 5 years experience in adult learning.