



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ NO:</b>	<b>POS.NO.</b> DJAGHR.2 6
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> WORKFORCE PLANNING OFFICER GR.13	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b>	
<b>DIVISION:</b> CORPORATE AFFAIRS & GENERAL ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b> HUMAN RESOURCE MANAGEMENT	<b>IMMEDIATE SUPERVISOR</b> MANAGER (STRATEGIC HUMAN RESOURCE MANAGEMENT) GR. 17	<b>POS. NO.</b> DJAGHR. 03
<b>SECTION:</b> STRATEGIC HUMAN RESOURCE MANAGEMENT	<b>LOCATION:</b> WAIGANI	

### HISTORY OF POSITION

FILENO.	DATE OF VARIATION	DETAILS

#### **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 to enable 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 Workforce Planning Officer is responsible for designing, analysing, implementing and evaluating the Department's organization structure and ensure manpower levels are maintained at cost effective level.

### **ACCOUNTABILITIES**

- Ensure monitoring and evaluation of the effectiveness of the organisational structure.
- Ensure effective co-ordination of organizational reviews based on established practice.
- Ensure good planning, monitoring and co-ordination of the Department's manpower levels
- Ensure good maintenance of the Department's manpower statistics.
- Ensure that development of organizational proposals are in line with Public Service practices

### **MAJOR DUTIES:**

- Attend to the day to day matters of the Organizational Development and Workforce planning area.
- Assist the EM (HR), Manager (HR) in initiating and formulating policies.
- In consultation with management, carry out internal reviews to determine positions for up grading, down grading, abolishing or creating.
- Prepare and submit organization development proposals to DPM for approval.
- Plan and monitor the workforce level of the Department.
- Maintain and update workforce Statistic Register of the Department.
- Prepare reports on the activities undertaken.
- Perform other duties as directed consistent with the above.

### **REPORTING AND WORK RELATIONSHIP - INTERNAL**

- Reporting to the Manager (SHRM) and the (EMHRM) relating to the roles & responsibilities.
- Liaise with Branch Heads and on occasion, relative to structure reviews and on manpower planning and needs analysis.

### **WORK RELATIONSHIP - EXTERNAL**

- Liaise with Department of Personnel Management.
- Liaise with other Departments and agencies on organizational and manpower matters.

### **PERSON AND POSITION SPECIFICATIONS**

#### **Qualification**

- An appropriate tertiary qualification, preferably in Human Resource Management, Psychology, and Public Administration.

#### **Knowledge**

- Public Services (Management) Act, other PS Legislation, General Orders and Public Administration principles and practices.

**Skills**

- Planning, Management, Monitoring, Analytical, Assessing, Research, Evaluation, Communications, Interpersonal, Public Relations, Supervisory and Leadership capabilities.

**Experience**

- At least five (2-3) years experience in an allied field.