



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGVC. 50
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION MANAGER – PAYROLL SERVICES, GR. 16	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE SENIOR PAYROLL OFFICER GR. 14	POS. NO. DJAGVC.58
BRANCH: VILLAGE COURTS & LAND MEDIATION	IMMEDIATE SUPERVISOR EXECUTIVE DIRECTOR – VC & LMS GR. 19	POS. NO. DJAGVC. 01
SECTION: VILLAGE COURTS OFFICIALS PAYROLL	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB: 1/00	01 NOVEMBER 2000	RECLASS

PURPOSE

The Village Courts Secretariat was established under Section 3 of the Village Courts Act, 1989 for the purpose of managing the system of Village Courts while the Land Mediation is provided for under the Land Disputes Settlement Act Chapter 45 and recently, the White Paper on Law and Justice has provided for the establishment of Community Justice Delivery Centres to efficient delivery of community justice services to the whole population.

The purpose of the Manager- Payroll Services is to manage all the administration of personnel and payroll matters for all village courts officials around the country.

ACCOUNTABILITES

- Accurate, timely and effective management of salary and allowances in compliance with the General Orders.
- Efficient and effective management of Village Court Officials personnel matters.
- Proper maintenance of personnel records and file management.

- Ensure Audit reports and queries are attended to on timely basis.
- Accurate and timely reconciliation of payroll and budgetary allocation.

MAJOR TASKS

- Lead and supervise the work of the Village Court Officials Payroll Section and ensure efficient and effective management of Salaries and Allowances and Personnel matters of the Village Court Official and Land mediator all around the country.
- Research and Investigate report and make recommendation on staff and industrial matters.
- Assist the Executive Director (VC & LMS) in the enforcement of disciplinary provision of the Public Service (Management) Act.
- Prepare submission on the more involved staff matters and circulate information on personnel matters.
- Ensure proper maintenance of personnel records.
- Direct and control the Village Court staff of the Payroll Section.
- Respond to Auditor General's and Internal Auditor's report on Salary and personnel matters.
- Attend to all personnel and salaries queries and respond to them promptly.
- Attend to meetings, conference etc, regarding personnel related issues.
- Maintain accurate personnel record for the Department and conduct review periodically.
- Perform other duties as directed consistent with the above.

REPORTING AND WORKING RELATIONSHIP - INTERNAL

- Report to the Executive Director (Village Courts & Land Mediation Secretariat).
- Liaise with Branch Heads and Constitutional Office Holders on occasions, directly with individual staff.

WORKING RELATIONSHIP - EXTERNAL

- Department of Finance (Information Management Division) and Department of Personnel Management.
- Bank of PNG and other Commercial Banks.

PERSON AND POSITION SPECIFICATIONS

Qualification

- Must have a Bachelor Degree in Human Resource Management, and or; Bachelor Degree in Economics (Accounting)
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Knowledge

- Public Service (Management) Act, Financial (Management) Act, other PS Legislation and Management principles and practices.
- Extensive knowledge and experience in payroll and personnel matters administration.
- Extensive knowledge on:
 - Village Courts Act
 - Land Disputes Settlement Act

Skills

- Calculation of Salaries and Allowances, inter-personnel communication and counselling and Public relations.
- Ability to demonstrate good leadership qualities.
- Organize plan and conduct in-house training and mentoring.

Experience

- At least five to ten years experience in the field of Payroll and Personnel Management.