



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.004
OFFICE: LEVEL 4, TWIN TOWER	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY, GRADE 17	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: HUMAN RESOURCE TRANSFORMATION	
BRANCH: HUMAN RESOURCE TRANSFORMATION	REPORTING TO: FAS – ORGANISATIONAL STRATEGY SYS. POS. NO: REF. NO: DFOS 001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised according to Re-org

2. PURPOSE

The Assistant Secretary – Human Resource Transformation Branch is required to oversee, supervise, manage, direct, control and lead the Human Resources Transformation Branch to achieve the Department of Finance's objectives by ensuring:

- Implementation of all recruitment and selection processes;
- Implementation of all monitoring and evaluation of performance appraisals;
- Monitoring and management of all staff employment contract;
- Implementation of all employee relations and staff disciplinary action/matter.

3. DIMENSIONS

The Assistant Secretary reports to the First Assistant Secretary – Organisational Strategy Division, and supervises three Managers.

- Manager Strategy, Manager Recruitment & Manager Integrity & Compliance.

4. PRINCIPAL ACCOUNTABILITIES

- Oversee recruitment and selection process;
- Oversee and implement staff performance management (Appraisal);
- Coordinate employee relations and staff disciplinary actions/matters;
- Oversee the administration of staff employment contracts;
- Monitor subordinate staff performance, and recommend appropriate action;
- Implement other ad-hoc and urgent tasks required by the FAS and the Deputy Secretary – Support Services.
- Establish structured Career Path Plans for all staff with Succession Plans for all managers;

5. MAJOR DUTIES

- Administer and ensure effective recruitment and selection processes is implemented with compliance to policies and regulations;
- Efficiently monitor and implement staff performance management, ensuring staff appraisal process is implemented following proper processes;
- Maintain and manage staff employment contract, ensuring the renewals are done on time for Secretary's approval;
- Oversee the employee relations and staff disciplinary matters, ensuring proper process are followed through, as well disciplinary actions are done with compliance to legal mandates;

- Increase productivity by maximising individual and team performance and improving effectiveness by developing the knowledge and skills of staff within the Department.
- Ensure all Human Resource activities support the Department to meet its strategic objectives including those set out in the Corporate Plan, the Annual Operational Plan and the Human Resource Strategic Plan.
- Ensure that all Human Resource activities are in line with relevant Public Service regulations and guidelines.
- Ensure compliance with PNG public sector working conditions and practices, implement equal opportunity policies, and implement GESI policies.
- Ensure that the Department of Finance is up-to-date with modern Human Resources best practices.
- Provide strategic direction and leadership to the Human Resources Transformation Branch.
- Prepare reports on the Human Resources Transformation Branch work plans and budget.
- Development of human resources policies and procedures.
- Ensure compliance with all government regulations and instructions and all Branch and Department policies and processes.
- Drive best practice through maintaining zero tolerance of any unethical activity or behaviour.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the First Assistant Secretary – Organisational Strategy Division
- Works alongside the other Assistant Secretaries in the Organisational Strategy Division.
- Supervises three subordinates including Manager Recruitment, Manager Appraisal, and Manager Human Resource Strategy.
- Liaise with all Department of Finance Assistant Secretaries across all divisions.

(b) External

- Liaise with relevant organisations in relation to Human Resource matters.
- Participate in discussions with other relevant stakeholders that will bring about positive changes in the Department.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Contribute to the alignment of personal goals with divisional goals, in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Provide staff the opportunity and resources to identify and acquire the required skills and knowledge to perform their tasks to produce the desired output. Ensuring that all staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.
- All staff needs to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24, 09, 2025

9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications and Experience:

- Bachelor Degree in Human Resource Management, Psychology, Strategic Management or related discipline from a recognized University;
- Master's Degree or post graduate qualification in related discipline is a bonus;
- Minimum of 5-7 years of relevant work experience in human resources or similar management roles in a Public Service Agency;
- Work experience in administering staff performance, discipline, recruitment, employment contract and employee relations issues;
- Current registered membership with PNG HRI or related professional body.

Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Knowledge of PFMA, PSMA, PSGO and the relevant government regulations;
- Knowledge and Understanding of a range of human resource issues, including employee relations, discipline etc.;
- Advance knowledge in Staff Performance Management processes;
- Good understanding of the ALESCO Payroll System and the Hay Job Evaluation method.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.

NOTE: This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I (insert employee name) have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **Assistant Secretary - Human Resource Transformation, Grade 17**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name: Date:.....

Employee Signature:..... (Print)

Supervisor Name:..... Date:.....

Supervisor Signature; (Print) Supervisor Title:.....

Department Head Name:..... Date.....

Department Head Signature:..... Division Head Title:.....

