



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24/09/2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.005
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER, GRADE 16	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: HUMAN RESOURCE STRATEGY	
BRANCH: HUMAN RESOURCE TRANSFORMATION	REPORTING TO: ASSISTANT SECRETARY – HR TRANSFORMATION, SYS. POS. NO: REF. NO: DFOS.004	
SECTION: HUMAN RESOURCE STRATEGY	LOCATION: LTWIN TOWER, WAIGANI NCD	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Created

#### 2. PURPOSE

To provide oversight and support to the Human Resource Strategy Section for all human resource strategy activities in the Department of Finance by ensuring the development of robust and effective staff policies and procedures and compliance with PNG public service laws.

#### 3. DIMENSIONS

The Team Leader Human Resource Strategy reports and advises the Assistant Secretary – Human Resource Transformation and supervises the Senior Contract Management Officer and the Senior Compensation Officer with their officers.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Manage, oversee and implement Staff Contract Management and Performance Management.
- II. Align strategic business objectives with individual staff member's day-to-day actions.
- III. Provide support and advice on Human Resource Strategy matters and tasks.
- IV. Supervise subordinate officers, ensuring all mandated responsibilities are fulfilled.

#### 5. MAJOR DUTIES

- Effectively maintain and manage staff contract ensuring all contract reviews, endorsements and approvals by authority are in compliance with set guidelines and policies;
- Create and maintain proper filing/data registry for Staff Employment Contract ensuring confidential information is protected at all time;
- Efficiently management and implement the performance management process which include:
  - Reviews of Staff Performance Appraisals;
  - Registration of SPAs, calculation and Processing of Increments,
  - Submission and approval by divisional FASs and or Supervisors.
- Prepare work schedules for staff, review output, lead and coordinate HR Strategy activities and processes.
- Implement and maintain a comprehensive staff data base.

- Assist the Recruitment Section with developing and implementing recruitment and selection policies and procedures for the Department.
- In conjunction with the Manager (Integrity & Compliance) and Recruitment implement and manage job rotation, succession planning and career planning schemes.
- Assist managers in any organisational redesign or restructuring as required;
- Participates in HIV and AIDS and gender equity/equality activities that will assist the department to address these issues.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Reports to the Assistant Secretary – Human Resources Transformation Branch.
- Works alongside with the Manager – Employee Relations and Manager – Recruitment, under the Human Transformation Branch
- Supervises the Senior Contract Management Officer and the Senior Compensation Officer.
- Liaises with all Department of Finance staff across all divisions.

#### (b) External

- Liaise with relevant organisations as directed to do so by the Assistant Secretary, Human Resource Transformation in relation to Human Resources strategy matters.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

### 7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on HR Strategy matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary AS).

## 8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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.
- Limited resources may 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.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

## 9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS



### Qualifications and Experience:

- A Bachelor Degree or post-graduate qualification in Human Resource Management, Industrial Psychology, Strategic Management or Business Administration;
- Current membership with PNG HRI or an affiliated professional organisation;
- Minimum of 5-7 years of relevant work experience in human resources and similar management roles in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing staff contract and appraisal;
- Knowledge of the Public Service GO, PFMA, PSMA and the relevant legislation and acts.

### Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Exposure with implementation of Staff Appraisal and Contract management;
- Knowledge and understanding of a range of human resource issues, including employee relations and staff discipline;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

### Skills and Abilities:

- Effective written and oral communication, including presentation of reports to management;
- Ability to represent the Department at public Service Commission hearing and cases regarding Staff Disciplinary matters;
- 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 .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Team Leader – Human Resource Strategy, Gr. 16**. 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:.....

Division Head Name:..... Date:.....

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

