



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.007
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: CONTRACT MANAGEMENT OFFICER, GRADE 12	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: STAFF EMPLOYMENT CONTRACT	
BRANCH: HUMAN RESOURCE TRANSFORMATION	REPORTING TO: TEAM LEADER – HR STRATEGY SYS. POS. NO: REF. NO: DFO.005	
SECTION: HUMAN RESOURCE STRATEGY	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

To provide support to the Human Resource Strategy Section for all employment contract management activities in the Department of Finance, by ensuring the development and management of all employment contract align with the policies, procedures and the PNG public service laws.

3. DIMENSIONS

The HR Officer (Staff Employment Contract) reports to the Senior HR Officer (Staff Employment Contract).

4. PRINCIPAL ACCOUNTABILITIES

- Assist the Senior HR Officer and the Team Leader – Human Resource Strategy to manage and oversee the implementation of Staff Employment Contract.
- Assist with the alignment of strategic business objectives with individual contract officer's day-to-day activities.
- Provide support and advice on Human Resource Strategy matters.
- Provide accountability relating to performance expectations.
- Increase focus on skills development and training options.

5. MAJOR DUTIES

- Assist and ensure the process of the staff employment contract from the preparation or assessment to the execution stage is in compliance with the Public Service policies and laws;
- Assist the Team Human Resource Strategy to prepare work schedules for staff, review output, lead and coordinate HR strategy activities and processes.
- Ensure contract officers performance is monitored and assessed according to the agreed terms
- Assist the development and implementation of Human Resource planning strategies for the Department.
- Maintain a comprehensive, accurate and updated staff data base capturing all contract records.
- Ensure all contractual allowances such as gratuities are rewarded on time and within budget.

- Assist the Recruitment Section with developing and implementing recruitment and selection policies for contract officers of the Department.
- Support the implementation of approved job rotations, succession planning and career planning schemes.
- Assist managers in any organisational redesign or restructuring as required.
- Participate in HIV and AIDS and gender equity/equality activities that will assist the Department to address these issues.
- Document or assist Departmental managers to document individual performance reviews to support career planning decisions.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to Senior HR Officer – Staff Employment Contract
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant organisations as directed to do so by the Team Leader – Human Resource Strategy and Assistant Secretary, Human Resource Transformation in relation to staff and employee appraisal matters.

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.
- 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.
- 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.

9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications and Experience:

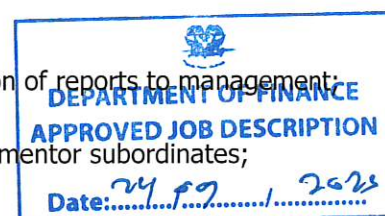
- Bachelor Degree in Human Resource Management, Industrial Psychology, Strategic Management or Business Administration;
- Current membership with PNG HRI or an affiliated professional organisation;
- 3-5 years of relevant work experience in human resources and similar management roles in a Public Service 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 Performance Management Process;
- 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;
- 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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Contract Management Officer, Gr. 12**. 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:.....

