



PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/2025

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.009
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PERFORMANCE MANAGEMENT OFFICER, GRADE 12	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: STAFF PERFORMANCE MANAGEMENT	
BRANCH: HUMAN RESOURCE TRANSFORMATION	REPORTING TO: SENIOR PERFORMANCE MANAGEMENT OFFICER SYS. POS. NO: REF. NO: DFO.008	
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 with the responsibilities of Staff Performance Management Processes, which include;

- Staff annual performance reviews, benefits and related allowances.

3. DIMENSIONS

The Human Resource officer reports to the Senior Human Resource officer – (Performance Management).

4. PRINCIPAL ACCOUNTABILITIES

- Assist the Team Leader – Human Resource Strategy in the planning, implementation, monitoring, evaluating and reporting of all reward & programs, and activities for the Department.
- Assist with the alignment of individual employees' daily actions with the Department's strategic business objectives, and compensated accordingly – as per the Public Service governing policies.

5. MAJOR DUTIES

- Assist the review of staff output and lead and coordinate performance appraisal processes and activities.
- Actively participate and conduct performance appraisals.
- Ensure the Department is in compliance with the relevant guiding laws and standards of the Public Service regarding rewards and compensation.
- Undertake staff counselling as may be required and provide individuals and teams with clear and constructive feedback.
- Identify career progress routes for staff and document individual performance to support career planning decisions.
- Assist in the management of departmental performance issues.
- Assist to develop and implement policies and strategies for the development of departmental performance management strategies.
- Ensure staff are being compensated all rewards/allowances that are owed to them.

- 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 Team Leader – Human Resource Strategy, Human Resources Transformation
- Supervise one officer – Compensation Officer
- Liaise with all Department of Finance staff across all divisions.

(b) External

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

6.2 WORK ENVIRONMENT

This role is a specialist administrative role.

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:

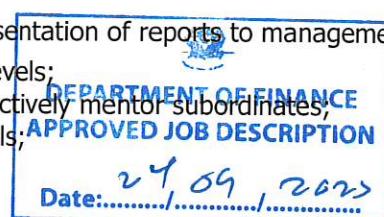
- Bachelor Degree in Human Resource Management, Industrial Psychology, Strategic Management or Business Administration;
- Current membership with PNG HRI or an affiliated professional organisation;
- 3-5 years of relevant work experience in human resources and similar management roles in a Public Service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

