



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.012
OFFICE: LEVEL 4, TWIN TOWER	DESIGNATION/CLASSIFICATION: HUMAN RESOURCE OFFICER, GRADE 12	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: RECRUITMENT & PLACEMENT	
BRANCH: HUMAN RESOURCE TRANSFORMATION	REPORTING TO: SENIOR HR OFFICER – RECRUITMENT & PLACEMENT SYS. POS. NO: REF. NO: DFOS.011	
SECTION: RECRUITMENT	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 Recruitment & Placement Section for all recruitment activities by ensuring fair and effective recruitment and placement of staff to meet organisational priorities and objectives.

3. DIMENSIONS

The Human Resource Officer – Recruitment and Placement reports to the Senior HR Officer – Recruitment & Placement.

4. PRINCIPAL ACCOUNTABILITIES

- Coordinate and implement all recruitment and selection activities.
- Placement of appropriate skilled personnel to deliver on the Department's objectives.
- Establish structured merit based recruitment and selection processes that provide for gender and social equality opportunities.

5. MAJOR DUTIES

- Provide assistance to the recruitment team, efficiently coordinate and implement recruitment and placement;
 - Identify vacancy needs, develop position/job description, advertise vacancy, create behavioural interview questionnaires, aptitude tests, select or appoint interview panels,
 - Provide recruitment guideline and advise to management and staff;
 - Maintain the integrity of recruitment and placement,
 - Ensure deliver notification to successful as well as unsuccessful applicants.
- Assist with providing real time information on recruitment activity and occupancy establishment as required;
- Assist with the maintenance and keeping up to date recruitment and selection files and records;
- Assist to prepare work schedule for staff, review staff output and lead and coordinate all recruitment and selection activities;
- Assist the recruitment team, develop recruitment plans, strategies and associated budgets;
- In conjunction with other divisional managers and staff, assist with the implementation of job rotation, succession planning and career planning schemes;
- Participate 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

- Report to the Senior HR Officer – Recruitment & Placement.
- Work alongside Divisional Staffs.
- Liaise 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 Branch in relation to recruitment 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 registered membership with PNG HRI or an affiliated professional organisation;
- Minimum of 3-5 years' experience in human resources and similar roles in a Public Service Agency;
- Significant work experience and exposure in administering recruitment process;
- Knowledge of the Public Service GO, PFMA, PSMA and the relevant legislation and acts.

Knowledge:

- Knowledge of entire recruitment process (entry to exit);
- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- 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:

I have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Human Resource Officer – Recruitment & Placement, 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:.....

