



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/2015

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS 015
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER, GRADE 16	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: EMPLOYMENT RELATION	
BRANCH: HUMAN RESOURCE TRANSFORMATION	REPORTING TO: ASSISTANT SECRETARY – HRT SYS. POS. NO: REF. NO: DFOS.004	
SECTION: INTEGRITY & COMPLIANCE	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Revise, rename, redesign
	24.03.2025	Redesigned according to Re-org

2. PURPOSE

To establish a strong, positive and compliant workplace culture by creating, managing and maintaining positive connection between management and staff. This involves effective communication, managing conflict and implementing effective grievance and staff disciplinary procedures.

3. DIMENSIONS

The Team Leader – Employment Relations reports to the Assistant Secretary – HR Transformation and supervises Four (4) subordinates' officers.

4. PRINCIPAL ACCOUNTABILITIES

- I. Oversee and manage Employee Relations and staff disciplinary procedures;
- II. Investigate alleged violation and conduct Disciplinary hearings;
- III. Recommend and impose sanctions, maintain records and ensure compliance;
- IV. Collaborate with others, provide guidance and support, review and improve procedures;
- V. Coordinate the recommendations by the disciplinary Committee and Management.

5. MAJOR DUTIES

- Efficiently gather information and evidence related to alleged misconduct or breaches of rules and regulations and facilitate fair and impartial hearings where individuals can present their case and respond to allegations;
- Based on the evidence presented, recommend to the Disciplinary Committee to impose appropriate sanctions, which may range from warnings to more severe penalties, in accordance with established procedures;
- Identifying a fair and inclusive process appropriate for employee concerns or grievances including overseeing employee fact-finding and ensuring adherence to employee relations policies and practices;

- Keep up-to-date with organizational and operational changes across the department to identify potential employee relations risks and develop plans to address proactively;
- Efficiently provide guidance and assist with the development and delivery of appropriate performance feedback or action plans including corrective/disciplinary actions;
- Oversee the use of effective documentation techniques and maintain accurate, confidential records regarding all reported matters and fact-finding documentation;
- Interpret and apply understanding of Personnel policies and practices, employment law, and other regulations to provide guidance or clarification for ER matters;
- Maintain the highest level of confidentiality and integrity when managing disciplinary and employee relations issues and managing reported matters;
- Work alongside other departments, such as HR, to ensure consistent application of disciplinary procedures and to address complex issues;
- Efficiently provide guidance and support to individuals involved in disciplinary matters, ensuring they understand their rights and responsibilities;
- Review and improve disciplinary policies and procedures to ensure they are up-to-date, effective and fair;
- Efficiently execute all the procedures, including the recommendations by the Disciplinary Committee.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistant Secretary – Human Resource Transformation Branch;
- Working alongside Divisional FASs, GESI Desk and Legal Unit;
- Supervise the Four (4) subordinate officers;
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant organisations as directed to do so by the DoF Management regarding I&C Unit 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 and advice to the Secretary and Deputy Secretaries' regarding Staff Disciplinary issues;
- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on I&C Unit 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 & SKILLS

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Qualifications and Experience:

- Bachelors Degree in Human Resource Management, Industrial Psychology, Strategic Management or Business Administration;
- Diploma in Law (prosecution), or advance certification in Public Policy or related discipline from a recognised Institution;
- Minimum of 5-7 years' experience in the related field specifically with Employee Relations or Staff Disciplinary matters;
- Exposure in administering, managing staff disciplinary matters, grievances and complaints;
- Current Membership with PNG HRI, Law Society or an affiliated professional organisation;
- Applicable knowledge of the Public Service GO, PFMA, PSMA and the relevant legislation and acts.

Knowledge:

- Knowledgeable in the application of Laws when dealing with disciplinary matters and staff grievance or complaints;
- Knowledgeable in presenting cases and complaints at the disciplinary Committee Meeting and discharge of resolutions by the Management or committee;
- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- 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;
- Ability to work independently and maturely while keeping all sensible documents/files confidential;
- Ability to prepare and present staff disciplinary cases/violations before the Disciplinary Committee Hearings;
- 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 **Team Leader – Employment Relations, 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:.....

