



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.020
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY, GRADE 17	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: REMUNERATION & ENTITLEMENTS	
BRANCH: REMUNERATION & ENTITLEMENTS	REPORTING TO: FIRST ASSISTANT SECRETARY – OSD SYS. POS. NO: REF. NO: DFOS.001	
SECTION: REMUNERATION & ENTITLEMENT	LOCATION: TWIN TOWER 1, MELANSIAN WAY, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised according to Re-org

2. PURPOSE

To provide leadership and manage the operations of the Remuneration and Entitlements Branch, to ensure that accurate, timely, efficient payroll and related entitlement management services are delivered to Department of Finance employees.

3. DIMENSIONS

The Assistant Secretary – Remuneration and Entitlements Branch reports to the First Assistant Secretary – Organizational Strategy Division and oversees the activities of the Remuneration and Entitlement Branch. The Assistant Secretary is responsible for the overall operations of the branch.

4. PRINCIPAL ACCOUNTABILITIES

- I. Oversee, guide, advise and co-ordinate implementation of payroll and related entitlement matters.
- II. To provide, compile and prepare all payroll, audit reports/requirements and other entitlement-related information for management/employees taking into account the appropriate award, agreement or remuneration policy and the facilitation of employee salary payments.
- III. To attend and respond to all correspondences/requests regarding Remuneration & Entitlements issues.
- IV. Provide accountability relating to management of all Remuneration & Entitlement issues.

5. MAJOR DUTIES

- Oversee the Remuneration & Entitlements Branch and its staff.
- Develop and implement policies and strategies in alignment with the Departments goals and strategic vision.
- Review monthly and quarterly performance reports and other management information, consistent with Department of Finance Strategic and Annual Operational Work Plans.
- Take care of all correspondences regarding staff salary/entitlement matters.
- Provide payroll reports to Management, auditors (internal/external) and others as and when required.
- Ensure that the Section has an understanding of relevant of awards and employment contracts.
- Ensure officers maintain integrity when dealing with employees' records on file and on the system.

- Ensure that payroll and entitlement processing complies with relevant authorisation and approval requirements.
- Ensure oversight and monitoring of employee membership of the Government Superannuation Fund.
- Ensure oversight and control of staff overtime and other staff beneficial payments.
- Provide administrative advice and assistance to internal and external officers/customers.
- Provide and ensure good leadership, integrity, management and professionalism workplace.
- Monitor, conduct & develop R&E staff reviews

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report and liaise with First Assistant Secretary – Organizational Strategy Division.
- Work closely with other Organisational Strategy Branches to achieve the Departments strategic goals and visions.
- Oversee overall R&E staff and its branch activities.
- Liaise with Department of Finance. Management & its employees.

(b) External

- Liaise with other National Departments, Statutory Bodies or entities as required for payroll related matters involving the Department of Finance staff.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- 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
- 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.



7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) regarding branch matters.
- Recommend to First Assistant Secretary (FAS) possible resolutions and identify innovative ways to improve systems and process within the 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).

8. CHALLENGES

- Leadership & Decision Making – Display strong leadership skills suitable for tough decision making stances to deal with challenges that may arise with staff such like disciplinary issues, lay-offs, resource allocation or reallocation and etc

- Performance Management – Set clear and achievable goals in alignment with the Departments goals and visions. Ensure underperformance is handled with issues identification and personal growth rewarded for performance of staff within the branch.
- Cultural & Generational Diversity – Understand cultures/people within the context of employee relations. Understand generational gaps and contribute towards communication, expectation and the team branch dynamics.
- 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 Payroll/Human Resources/IT or other tools relevant to efficiently undertake their roles and responsibilities and offer suitable advice to relevant stakeholders.
- Staff Training – Explore and introduce trainings to motivate and upskill or to provide refresher courses so that staff are kept motivated and up to date with systems/functions. For example, all staff need to be trained on how to operate and use Alesco Payroll System. The business users must fully understand how Alesco Payroll functions, how to run reports and to interpret/convey relevant information to relevant stakeholders.



9. QUALIFICATION, KNOWLEDGE, EXPERIENCE and SKILLS

Qualifications and Experience:

- Bachelor Degree in Human Resource Management, Psychology, Strategic Management or related discipline from a recognized University;
- Master's Degree or post graduate qualification in related discipline is a bonus;
- Minimum of 5-7 years significant amount of relevant work experience in human resources and similar management roles in a Public Service Agency;
- Work experience in administering and managing staff remuneration and entitlements;
- Current registered membership with PNG HRI or related professional body.

Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Knowledge of PFMA, PSMA, PSGO and the relevant government regulations;
- Knowledge and Understanding of a range of human resource issues, including employee relations, discipline etc.;
- Advance knowledge in Staff Performance Management and process;
- Good understanding of the ALESCO Payroll System and the Hay Job Evaluation method.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- 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 **Assistant Secretary – Remuneration & Entitlements, Gr. 17**. 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:

