

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24.03.2025

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFOS.021
<b>OFFICE:</b> LEVEL 4, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> TEAM LEADER, GRADE 16	
<b>DIVISION:</b> ORGANISATIONAL STRATEGY	<b>LOCAL DESIGNATION:</b> REMUNERATION & ENTITLEMENTS	
<b>BRANCH:</b> REMUNERATION&ENTITLEMENTS	<b>REPORTING TO:</b> ASSISTANT SECRETARY <b>SYS. POS. NO:</b> <b>REF NO:</b> DFOS.020	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI NCD	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	24.03.2025	Revised according to Re-org

**2. PURPOSE**

To manage the operations of the Personnel Section, to ensure that accurate, timely and efficient payroll and related entitlement management services are delivered to Department of Finance employees.

**3. DIMENSIONS**

The Team Leader – Personnel reports to the Assistant Secretary – Remunerations & Entitlements Branch and manages the activities of its branch. The Team Leader - Personnel is directly responsible for four Senior Remunerations & Entitlements Officers and four Remuneration & Entitlements Officers.

**4. PRINCIPAL ACCOUNTABILITIES**

- I. To report to the Assistant Secretary – Remuneration & Entitlements Branch by providing factual advice in relation to payroll administration and related entitlement matters.
- II. To oversee and manage the various payroll and related entitlement management services. This includes the compilation and preparation of all payroll and other entitlement-related information for employees taking into account the appropriate award, agreement or remuneration policy and the facilitation of employee salary payments.
- III. To ensure data security and data integrity is maintained by all Remuneration & Entitlements staff at all times.
- IV. To ensure compliance, proper protocols and processes are followed in relations to staff matters.

**5. MAJOR DUTIES**

- Manage the Personnel Section.
- Oversight of the operational aspects of payroll processing and associated entitlement activities (including retirements, exit entitlements, salary disbursements, overpayment recoveries, correction of payroll discrepancies, leave management and reporting, etc) and ensuring that

they are accurate and delivered within appropriate timeframes and comply with relevant legislation.

- Ensure that payroll and human resource information is available for auditing, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
- Ensure that the Section has an understanding of relevant awards and employment contracts.
- Ensure maintenance of all Department of Finance employee Personnel Records including salary details and leave records.
- Ensure oversight and monitoring of employee membership of the Government Superannuation Fund.
- Ensure correct and control of staff overtime payments.
- Review weekly, monthly and quarterly performance reports and other management information, consistent with Department of Finance Strategic and Annual Operating Plans.
- Provide administrative advice and assistance to internal and external customers.
- Ensure that payroll and entitlement processing complies with relevant authorization and approval requirements.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Report to Assistant Secretary – Remuneration & Entitlements.
- Supervise four Senior Remuneration & Entitlement Officers, four Remuneration & Entitlement Officers who work under the senior officers.
- Liaise with management and staff across the Department of Finance.

#### (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
- Public Finance (Management) Act and related instructions

### 7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;

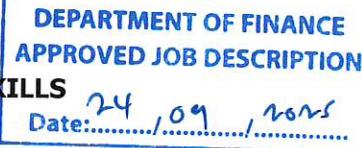
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 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

- Ensure Data Security and Confidentiality – in a world where technology is revolving at a faster rate, data security and confidentiality is one of the biggest challenges when dealing with officers' personal data such as account disbursements, occupancy records, and etc...Officers who deal with remuneration and entitlements matters are needed to serve with integrity.
- Ensure Data Accuracy and Accountability – Data accuracy must be maintained at all times when dealing with important work such as Service Entitlements, Retirements Calculations and other important tasks involving officers' personal emoluments. As such, staff within these sections are required to be accountable for their work.
- Effective Communication – Make sure officers are equipped with strong verbal and written communication skills to deal with staff personal issues/matters and to convey only necessary information without compromising or distorting information to staff and or their beneficiaries.
- Skills Gap - 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 how to operate and understand Payroll software such as Alesco Payroll and also to understand the processes/procedures in management of human resources queries/matters affecting officers remuneration/entitlement needs.
- Conflict Resolutions – due to cultural diversity, managers are required to step in as and when necessary to resolve issues that may arise from miscommunication between officers and staff within the branch.



## 9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications and Experience:

- Bachelors Degree in Human Resource, Psychology, Strategic Management, Business Administration or related discipline from a recognized university;
- Minimum of 5-7 years relevant experience in human resources and similar management roles in a Public Service Agency;
- Experience in administering, managing staff remuneration and entitlements.

### Knowledge:

- 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;
- Advance knowledge in Staff Performance Management and process;
- Good understanding of the ALESCO Payroll System and the Hay Job Evaluation method;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

### 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 **Team Leader - Personnel, 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: .....

Supervisor Name: ..... Date: .....

Supervisor Signature: ..... (print) Supervisor Title: .....

Division Head Name: ..... Date.....

Division Head Signature: ..... Division Head Title: .....

