



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000283	REF. NO: DFOS.023
OFFICE:	DESIGNATION/CLASSIFICATION: R&E OFFICER - GRADE 12	Grade: 12
DIVISION: OSD	LOCAL DESIGNATION: REMUNERATION & ENTITLEMENT	
BRANCH: REMUNERATION & ENTITLEMENT	REPORTING TO: SENIOR R&E OFFICER-HQ SYS. POS. NO: REF. NO:	
SECTION: REMUNERATIO & ENTITLEMENT	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Existing/Reclassified/Renamed

2. PURPOSE

To provide accurate, timely and efficient payroll and related entitlements to Department of Finance employees. The Remuneration & Entitlement Officer is required to assist in the timely preparation of payroll and other entitlement-related reports from the Senior Remuneration & Entitlements Officer.

3. DIMENSIONS

The Remuneration and Entitlement Officer reports directly to Senior Remuneration and Entitlement Officer and is responsible for one of the Branch Personnel Officer.

4. PRINCIPAL ACCOUNTABILITIES

To assist the Senior Remuneration & Entitlement Officer by providing payroll related entitlements and management support. 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 for Head Quarters.

5. MAJOR DUTIES

- Register and sort all incoming correspondences for the Senior Officer.
- Assist the Senior Remuneration & Entitlements Officer with data entry.
- Attend and address officers'/staff queries regarding their salary/entitlements.
- Retrieve physical files from storage and archives as and when needed by the Senior officers
- File documents away once entries are done.
- Distribute payslips to the officers of the respective region
- Prepare and check information on officers' leave status.
- Assist Senior Officers as and when needed.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to Senior Remuneration & Entitlement Branch.
- Liaise with 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.

6.2 WORK ENVIRONMENT

This is a specialist administrative position which requires supervisory responsibilities.

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
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Goods and Services Tax Act
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan (2023 – 2027)
- 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

- Communicate well with other officers internal & external.
- Know how to sort documents in order.
- Maintain accurate records when doing filing
- Refrain from taking issues personal

9. Qualifications and Work Experience:

- A HR/Business Diploma from a recognized education institution.
- Current registered membership with PNG HRI;
- Minimum of 3 years work experience in human resources and similar management roles in a Public Service Agency;

Knowledge:

- Basic knowledge of Payroll/Human Resources issues.
- Demonstrated knowledge and understanding of a range of human resource issues;
- Proficient in the use of MS office applications and internet tools.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Ability to work well with others
- Excellent communication skills
- Excellent organizational skills.

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 **Remuneration & Entitlements Officer – 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:.....



