



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFOS.027
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> REMUNERATION & ENTITLEMENT OFFICER - GRADE 12	<b>Grade:</b> 12
<b>DIVISION:</b> OSD	<b>LOCAL DESIGNATION:</b> REMUNERATION & ENTITLEMENT	
<b>BRANCH:</b> REMUNERATION & ENTITLEMENT	<b>REPORTING TO:</b> SENIOR R&E OFFICER - HIGHLANDS <b>SYS. POS. NO:</b> <b>REF. NO:</b>	
<b>SECTION:</b> REMUNERATIO & ENTITLEMENT	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
		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
- 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:**

I .....have 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:.....

