



 DEPARTMENT OF FINANCE APPROVED JOB DESCRIPTION Date: 24 / 09 / 2015 Form 002.7
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PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFOS.028
OFFICE:	DESIGNATION/CLASSIFICATION: Senior R&E – NGI/Southern - Grade 14	
DIVISION: OSD	LOCAL DESIGNATION: Senior R&E Officer	
BRANCH: Remuneration & Entitlements	REPORTING TO: TEAM LEADER - PERSONNEL SYS. POS. NO: REF. NO:	
SECTION: Remuneration & Entitlements	LOCATION: Twin Tower, Waigani	

HISTORY OF POSITION

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

2. PURPOSE

To provide accurate, timely and efficient payroll/human resources support and related entitlements management services to Department of Finance employees especially, to the New Guinea Islands & Southern Regional staff.

3. DIMENSIONS

The Senior Remuneration & Entitlement Officer – NGI & Southern reports directly to the Team Leader - Personnel and is responsible for New Guinea Islands/Southern Regional staff of Department of Finance.

4. PRINCIPAL ACCOUNTABILITIES

- I. To assist the Team Leader - Personnel by providing payroll and related entitlements management support.
- II. 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.
- III. Ensure accuracy, quality service and data integrity.
- IV. Run payroll related reports as and when needed by the manager, HR staff, auditors and others as and when needed.
- V. Have a complete understanding of relevant awards and employment contracts.
- VI. Ensure all payroll and entitlement processing complies with relevant authorisation and approval requirements.

5. MAJOR DUTIES

- Maintain and capture data/records and information reflected onto physical files of the employees of Department of Finance New Guinea Islands/Southern Regional staff.
- Prepare payroll and human resource information for data input and assist with checking, quality control and maintenance of records.

- Facilitate employee contract and allowances for New Guinea Islands/Southern Regional staff.
- Prepare necessary calculations in relation to staff entitlements to be submitted for approval.
- Provide payroll support and advice relating to HR/Payroll matters to New Guinea Islands/Southern Regional staff.
- Enter HR/Payroll related data into the Alesco Payroll System for remuneration and entitlement purposes.
- Maintain all employee Personnel Records, including salary details and leave records.
- Administer and monitor employee membership of the Government Superannuation Fund.
- Provide administrative advice and assistance to internal and external customers.
- Assist the Manager as and when required or in absence.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to Team Leader - Personnel
- Supervise a Personnel Officer.
- 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.



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
- 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 (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

- Public Service General Orders covers a whole range of issues in the public service. Understanding and applying the General Orders to situations/problems faced by staff depends

on one's analytical skills and understanding of government processes so that correct approach can be undertaken.

- All staff need to be trained on how to operate and use Alesco User Payroll Software. The business users must fully understand how Alesco functions, how to run reports and to convey relevant information to staff and relevant stakeholders.
- Contribute to identifying and acquiring the skills and knowledge needed 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
- Code of conduct requires ethical principles and guidelines in a workplace. This is to ensure the environment is safe, conducive and professionalism is maintained at all times. For an area that deals with the payroll/entitlements for staff, code of conduct must be maintained at all times to avoid unacceptable behaviours in dealing with staff issues.

9. Qualifications and Work Experience:

- A Bachelor Degree or post-graduate qualification in Human Resource Management, Psychology, Strategic Management, Business Administration or any related discipline from a recognized university;
- Current registered membership with PNG HRI;
- Minimum of 5 years' significant amount of relevant work experience in human resources and similar management roles in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing staff performance.

Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a range of human resource issues;
- 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.

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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.

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 **Senior Remuneration & Entitlements Officer – New Guinea Islands/Southern Gr.14**. 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:.....

