



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: | REF. NO: DFOS.036 |
| OFFICE: LEVEL 4, TWIN TOWER 1 | DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY- GRADE 17 | |
| DIVISION: ORGANISATIONAL STRATEGY | LOCAL DESIGNATION: HUMAN RESOURCE POLICY BRANCH | |
| BRANCH: HR POLICY BRANCH | REPORTING TO: FIRST ASSISTANT SECRETARY – OSD SYS. POS. NO: REF. NO: DFOS.001 | |
| SECTION: | LOCATION: TWIN TOWER 1, WAIGANI NCD | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------|-------------------|--|
| | 26.03.2025 | Redesignated, reviewed according to Re-org |

2. PURPOSE

To provide leadership to the HR Policy branch and, further, providing oversight and support to all Divisions within the Department of Finance. This role will ensure effective policies are developed to support its Human Resource with compliance to the current HR policies in line with GO, PFMA and other relevant HR laws.

3. DIMENSIONS

The Assistant Secretary- HR Policy reports to the First Assistant Secretary – Organisational Strategy Division and oversees the activities of the subordinate managerial position:

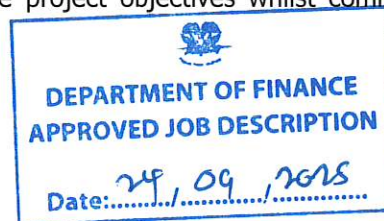
- Team Leader- HR Policy

4. PRINCIPAL ACCOUNTABILITIES

- Develop and implement policies and strategies for the Department's human resource business practices and processes;
- Monitor and review changes in employment laws and regulations, advising leadership on necessary policy updates.
- Provide guidance and training to managers and employees on HR policies and procedures.
- Analyse policy effectiveness through data collection, feedback and reporting.
- HR Policy Branch is responsible for implementation, drafting, review and guidance of HR policies; Recruitment, Performance Management, Disciplinary, Employee Relations, Contract Management, Remuneration & Entitlement, Retirement, Occupational Health, Safety & Environment and Training & Development.

5. MAJOR DUTIES

- Assist the First Assistant Secretary (FAS) in the Organisational Strategy Division, by providing guidance and advice to the provision of effective leadership and management of the HR Policy Branch
- Collaborate with Department heads and senior management to gather input and ensure policies meet the organisation's needs.
- Conduct regular HR audits to ensure policy adherence and recommend corrective actions as necessary
- Effectively allocating resources- budget, personnel, tools to support policy implementation while monitoring progress to ensure that work is completed within targeted deadlines.
- Encourage and oversee the development of new initiatives, reviews of current processes and policies and improve the delivery of Branch outcomes
- Effectively prepare work schedules for staff, manage all aspects of HR Policy branch, whilst reviewing output;
- Regularly provide consistent and timely feedback on employee performance
- Setting clear expectations by articulating the roles and responsibilities of each team member and further ensuring that everyone understands the expectations set by their supervisors
- Identifying necessary action steps to achieve project objectives whilst communicating these plans to staffs or subordinates
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6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the First Assistant Secretary – Organisational Strategy Division;
- Working alongside Assistant Secretaries within the Organisational Strategy Division – Human Resource Transformation Branch, Remuneration & Entitlement Skills and Communications and Reporting Branch;
- Supervise the Manager- HR Policy and not limited to x4 subordinates;
- Liaise with all Department of Finance management and staff across all divisions.

(b) External

- Liaise with relevant organisations as directed by the First Assistant Secretary, Organisational Strategy Division in relation to developing policies surrounding HR government businesses and practices.
- Interact with relevant National Departments and Statutory Authorities on HR standards, policy and reporting.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Activity Plan.

7.2 Recommendations:

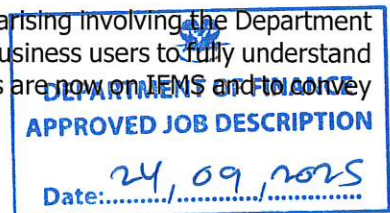
- Provide recommendations to First Assistant Secretary (FAS) Organisational Strategy Division on branch matters;
- Recommend to First Assistant Secretary (FAS) on possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

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)

8. CHALLENGES

- Skills enhancement or knowledge in policy research, review, coordination and writing are fundamental aspects of this division. To create effective policies many staff, may need to be further trained on policy literacy skills regardless of having HR qualifications. It would also be a challenge in ensuring all policy staff being knowledgeable/trained in policy research methodologies and writing. Thus, a proper training for HR policy staff is necessary at institutions such as National Research Institute (NRI) and Institute of National Affairs (INA)
- To secure internal findings annually to efficiently support research and review work. Ensure research projects or important HR policy coordination programs are prioritised for immediate funding allocation where necessary.
- All staff needs to be trained on how to operate and use matters arising involving the Department of Finance Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.



9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications and Experience:

- Bachelor Degree in Public Policy, Human Resource, Economics, Business Management or related discipline from a recognized university;
- Minimum of 5-7 years relevant work experience in organisational management or public policy management.
- A Master's Degree is a bonus with experience in similar role;
- Exposure in administering and implementing HR policies in the Public Service sector.

Knowledge:

- 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 HR Policy review and development;
- Extensive knowledge of good public service management practices;
- Sound knowledge of major HR policies of government/public service;
- 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;
- 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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary - Human Resource Policy, 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:.....

