



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.037
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER- GRADE 16	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: HUMAN RESOURCE POLICY	
BRANCH: HR POLICY	REPORTING TO: ASSISTANT SECRETARY – HR Policy SYS. POS. NO: REF. NO: DFOS.036	
SECTION:	LOCATION: TWIN TOWER, 4 th FLOOR WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	26.03.2025	Redesigned, Reviewed according to Re-org

2. PURPOSE

To provide leadership to the HR Policy branch and, further, providing oversight and support to the Division. This role will ensure effective policies are developed and implemented to support its Human Resource with compliance to the current HR policies in line with GO and other relevant HR laws.

3. DIMENSIONS

The Team Leader HR Policy reports to the Assistant Secretary – HR Policy to oversee the activities and supervises four (4) subordinate positions:

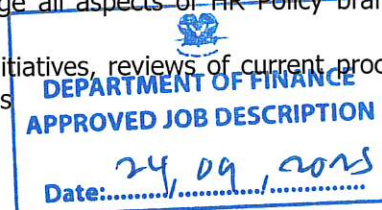
- Senior HR Policy Research & Review Officer
- Senior HR Policy Drafting Officer
- HR Policy Research & Review Officer
- HR Policy Drafting Officer

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 Assistant Secretary (AS) HR Policy, by providing guidance and advice regarding the branch activities
- Develop, implement and manage HR policies and procedures in line with the GO, PFMA or related laws, industry best practises, and the Department's objectives
- Review and revise policies to ensure they remain current and compliant with applicable legislations
- Collaborate with Human Resource Transformation Branch and Remuneration & Entitlement Branch not limited to Department heads and senior management to gather and ensure policies meet the organisation's needs
- Provide guidance and training to managers and employees on HR policies and procedures
- Conduct regular audits to ensure policy adherence and recommend corrective actions as necessary
- Serve as primary point of contact for policy-related inquiries and grievances.
- Monitor changes in employment laws and regulations, advising leadership on necessary policy updates
- Develop communication strategies to ensure employees are well-informed about policies and any changes
- Analyse policy effectiveness through data collection, feedback and reporting
- 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
- Effectively prepare work schedules for staff, manage all aspects of HR Policy branch, whilst reviewing output
- Encourage and oversee the development of new initiatives, reviews of current processes and policies and improve the delivery of Branch outcomes



6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistant Secretary – HR Policy; whilst working alongside Managers within the Organisational Strategy Division – Human Resource Transformation Branch, HR Skills and Enhancement Branch and Communications and Reporting Branch;
- Supervise x4 subordinates
- Liaise with all Department of Finance staff across all divisions through AS HR Policy for HR related policy matters

(b) External

- Liaise with relevant organisations as directed to do so by the Assistant Secretary- HR Policy in relation to developing policies surrounding government businesses and practices.
- Assist Assistant Secretary interact with 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 Operational Plan.

7.2 Recommendations:

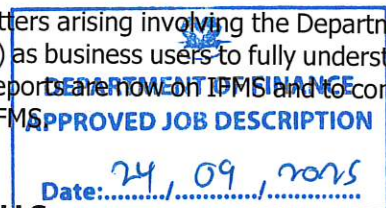
- Provide recommendations to Assistant Secretary – HR Policy on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

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- Policy and Coordination.

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, Business Management or related discipline from a recognized university;
- Minimum 5-7 years experience in management role within Public sector/agency;
- Vast exposure in research, consultations and communications with concerned bodies in implementing HR Policies;
- Exposure in administering, developing 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;
- Knowledge and understanding of HR Policy business process;
- Extensive knowledge of good management practices;
- Sound knowledge of major HR policies of government;
- 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 **Team Leader – Human Resource Policy, 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:.....(print)

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

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

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

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

