

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION**

**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 26/09/2025

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFOS.039
<b>OFFICE:</b> LEVEL 4, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> OFFICER- GRADE 12	
<b>DIVISION:</b> ORGANISATIONAL STRATEGY	<b>LOCAL DESIGNATION:</b> HR POLICY REVIEW	
<b>BRANCH:</b> HR POLICY	<b>REPORTING TO:</b> SENIOR HR OFFICER - POLICY REVIEW <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFOS.038	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER, 4 <sup>th</sup> FLOOR WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	26.03.2025	Redesigned, reviewed according to Re-org

**2. PURPOSE**

To support the Senior HR Policy Review Officer by evaluating and ensuring effective operational policies are implemented to support its Human Resource with compliance to GO, PFMA and other relevant HR laws within the industry to achieve the Department's overall objectives and priorities.

**3. DIMENSIONS**

The HR Policy Review Officer reports to the Senior HR Policy Review Officer.

**4. PRINCIPAL ACCOUNTABILITIES**

- Production of HR related policy guidelines and procedures tailored to the Department's business processes and operational policies in line with the PFMA, GO, PSMA and other relevant industry laws and regulations;
- Regular consultation with the Manager - HR Policy through the Senior HR Policy – Review Officer for necessary policy updates;
- Conduct, monitor and implement policies and strategies together in close consultation with HR Policy Research team, Human Resource Transformation Branch and Remuneration & Entitlement Branch for strategized alignment to best fit the existing operational policies;
- Assist the Senior HR Policy – Review Officer conduct draft policy review consultations/awareness to internal stakeholders (Divisions) and management with HR Policy Research team, Human Resource Transformation Branch and Remuneration & Entitlement Branch for strategized alignment to best fit the existing operational policies;
- Review 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

## 5. MAJOR DUTIES

- Assist Senior HR Policy Review Officer, by providing guidance and advice regarding the branch activities
- Assist the implementation and reviewing of HR policies and procedures in line with the GO, PFMA or related laws, industry best practises, and the Department's objectives
- Review, revise and advice on HR policies to ensure they remain current and compliant with applicable and relevant legislations
- Assist the Senior HR Policy Research & Review Officer in collaboration with Human Resource Transformation Branch and Remuneration & Entitlement Branch in ensuring HR policies and procedures within the Department is followed correctly with minimal or no breach of HR policies and laws.
- Serve as primary point of contact for policy-related inquiries and grievances.
- Assist to ensure HR policies and procedure effectiveness through data collection, feedback and reporting
- Regularly provide consistent and timely feedback on subordinate/employee performance
- Assist develop communication strategies to ensure employees are well-informed about policies and any changes
- As and when required to assist, provide training to managers and employees on HR policies and procedures
- 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
- Full participation in new initiatives, reviews of current processes and policies and improve the delivery of Branch outcomes
- Effectively carry out activities scheduled by supervisors against the work schedules whilst reviewing output
- Assist conduct regular audits to ensure policy adherence and recommend corrective actions as necessary

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Report directly to the Senior HR Policy Research & Review; whilst working alongside other senior officers within the Organisational Strategy Division – Human Resource Transformation Branch, HR Skills and Enhancement Branch and Communications and Reporting Branch;
- Give support to the Senior Policy Officer
- Liaise with all Department of Finance staff across all divisions.

#### (b) External

- Interact with relevant organisations as directed to do so by the Assistant Secretary and Manager- Policy and Research in relation to developing policies surrounding government businesses and practices.
- Assist Assistant Secretary and Manager- Policy and Research interact with National Departments and Statutory Authorities on 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 Senior HR Policy Research & Review Officer on branch matters;
- Recommend to Senior HR Policy Research & Review Officer on possible resolutions and identify ways to improve issues, systems and process within the branch.

## **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 Senior HR Policy Research & Review Officer

## **8. CHALLENGES**

- Skills enhancement or knowledge in policy research, coordination and writing are fundamental aspects of this division. To create effective policies many staffs need to be further trained on policy literacy skills despite having backgrounds qualifications in Accountancy. A challenge would be ensuring all policy staffs are well versed in policy research methodologies and writing after being offered training by institutions such as National Research Institute (NRI) and Institute of National Affairs (INA)
- To secure internal funding annually to efficiently support research work. Ensure that research projects or important policy coordination programs are prioritised for immediate fund allocation if the activities for the program need more funding.
- 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 Human Resource Management, Public Policy, Economics, Business Administration or any Arts majoring degree from a recognized university;
- Experience in HR Policy Research and Review;
- Exposure in administering, developing and implementing HR policies in the Public Service sector;
- 3-5 years relevant work experience in an organisational management setting.

### **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 a policy cycle process;
- Extensive knowledge of good policy management practices;
- Sound knowledge of major 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;
- 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.

**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:**

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Human Resource Officer – HR Policy Review , 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:.....

