

**PAPUA NEW GUINEA PUBLIC SERVICE****DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24/09/2025

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFOS.040
<b>OFFICE:</b> <b>LEVEL 4, TWIN TOWER 1</b>	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR OFFICER - GRADE 14	
<b>DIVISION:</b> ORGANISATIONAL STRATEGY	<b>LOCAL DESIGNATION</b> POLICY DRAFTING	
<b>BRANCH:</b> HUMAN RESOURCE POLICY	<b>REPORTING TO:</b> TEAM LEADER –HR POLICY <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFOS.037	
<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 Manager- HR Policy by drafting, 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 Senior HR Policy Drafting Officer reports to the Team Leader – HR Policy while overseeing the activities of x1 subordinate policy position:

- HR Policy Drafting Officer

**4. PRINCIPAL ACCOUNTABILITIES**

- Production of HR related policy drafting 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.
- Conduct drafting and implementation of policies and strategies for the Department's human resource against the Public Service and industry's business practices and processes;
- Monitor, research and review policy drafts and have regular consultation with the HR Assistant Secretary through the HR Policy Manager for necessary policy updates.
- Assist the HR Policy Manager to conduct 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

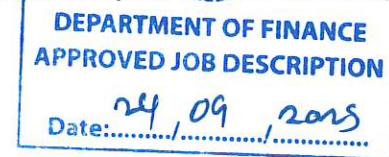
## 5. MAJOR DUTIES

- Assist Manager HR Policy, by providing guidance and advice regarding the branch activities
- Draft, implement and manage HR policies and procedures in line with the GO, PFMA or related laws, industry best practises, and the Department's objectives
- Assist with review, revise and advice on HR policies to ensure they remain current and compliant with applicable and relevant legislations
- Assist the Manager HR Policy 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 drafting-related inquiries and or grievances.
- Ensure HR drafting policies and procedure is effective through sound database, feedback and reporting
- Regularly provide consistent and timely feedback on subordinate/employee performance
- Develop communication strategies for policy drafting and related tasks ensuring employees are well-informed about policies and any changes
- As and when required, provide consultation/awareness to managers and employees on HR policies and procedures
- Setting clear expectations by articulating the roles and responsibilities of the subordinate and further ensuring he/she understands it
- Full participation in new initiatives, reviews of current processes and policies and improve the delivery of Branch outcomes
- Effectively prepare work schedules for subordinate whilst reviewing output
- Conduct regular audits to ensure policy adherence and recommend corrective actions as necessary

## 6. NATURE AND SCOPE

This role is focused on maintaining strict HR policy drafting guidelines and implementation that are set by the Department. These activities are to be conducted in line with the General Order (GO) and relevant HR procedures and legislations outlined by the Department of Personnel Management (DPM) for the whole of the Public Service. More so, this role requires a person who has highly developed interpersonal and communication skills with strong research and analytical skills to effectively perform the Branch tasks and activities.

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Report directly to the Manager – HR Policy 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;
- Supervise the Policy Officers
- 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- HR Policy in relation to developing policies surrounding Public Service and HR's businesses and best practices.

## 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 – Policy and Coordination through Manager- Policy and Research on branch matters;
- Recommend to Assistant Secretary (AS) through Manager- Policy and Research 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 to Manager – HR Policy;
- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary – HR Policy thru AS- HR Policy.

## 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)
- 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, Review and Drafting;
- 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 **Senior Human Resource Officer-Policy Drafting, 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:.....

