



**PAPUA NEW GUINEA PUBLIC SERVICE
CLIMATE CHANGE AND DEVELOPMENT AUTHORITY**



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Climate Change & Development Authority	SYS. POSN. NO: 3600000097	REF. NO: OCCDHRM02
OFFICE:	DESIGNATION/CLASSIFICATION: Senior Personnel Officer / Grade 14	
DIVISION: Corporate Services Division	LOCAL DESIGNATION: Senior Personnel & Salary Officer	
BRANCH: Human Resource Management	REPORTING TO: Manager for HRM	SYS. POS. NO: 3600000096 REF. NO: OCCDHRM02
SECTION: Personnel and Salaries	LOCATION: National Capital District (NCD)	



HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
511	04/07/2024	Updated

2. PURPOSE

- 2.1 To provide staffing and personnel administration services and supervise the activities of personnel and human resource officers' work that involves the application of knowledge to a variety of human resources policies and practices.
- 2.2 Oversee the processing and conduct of Personnel functions involving; staff remuneration, entitlements and employment conditions, staff welfare and counselling services to ensure an appropriate paid and satisfied workforce.

3. DIMENSIONS

- 3.1 The position leads and works together with the Assistant Personnel Officer in ensuring staff personnel and salary matters are rectified on timely manner.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure human resources policies, procedures and guidelines are developed and implemented.
- 4.2 Overseeing the calculation and processing of salaries, benefits, and allowances.
- 4.3 Ensure timely, quality and appropriate counselling to staff.
- 4.4 Managing employee records and ensuring their confidentiality.
- 4.5 Ensure effective contracts management.
- 4.6 Ensure proper and effective employee relations that foster productivity.
- 4.7 Ensure timely preparation of personnel emolument budgets.

5. MAJOR DUTIES

- 5.1 Interpret and explain administrative regulations, labour laws, policies and procedures to the CCDA management and staff.
- 5.2 Maintain an effective database and records management system including safe custody, in electronic and hard copies, and issue of all personnel and salary files.
- 5.3 Keep abreast appropriate governing laws, regulations and practices, and do necessary alignments in the development and administration of internal CCDA policies and procedures.

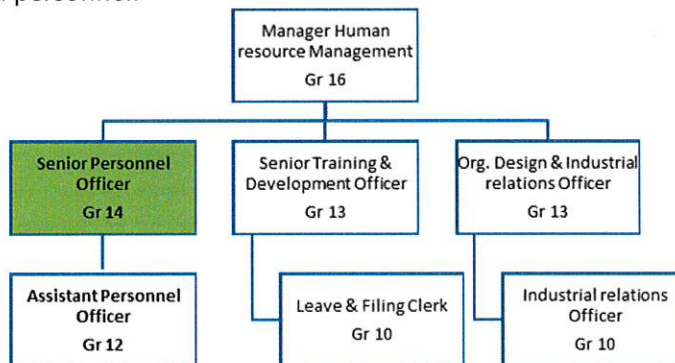
- 5.4 Arrange induction of staff and provide information on conditions of service, salaries and promotional opportunities.
- 5.5 Always work closely with the budget formulation committee to ensure a well-represented personnel emolument budget is formulated in the annual budget plans.
- 5.6 Manage the short-term employment contracts and provide timely advice to the Management on the cost of these engagements.
- 5.7 Effectively manage the senior employment contracts to ensure contractual conditions including remunerations and discipline are complied with and not breached.
- 5.8 Collaborate with leadership to promote gender, equality and diversity within the Climate Change & Development Authority.
- 5.9 Work closely with the recruiting officer to seek the best and qualified people to fill vacant or created positions.
- 5.10 Do regular staffing and budget reconciliations and provide timely advice to the HR Manager and the Management on up-to-date personal emolument costings against the budget ceiling.
- 5.11 Maintain liaison with Department of Personnel Management, Department of Treasury and Department of Finance on payroll matters. All the irregularities in staff salaries should be amended or adjusted in a timely manner.



6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Reports directly to the Manager Human Resource Management on matters relation to salaries and personnel.



WORK ENVIRONMENT

- 6.2 Maintains constant contacts with the Department of Personnel Management and Department of Finance to ensure staff issues and benefits such as salaries are processed on time.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- 7.1 The position is guided by the Climate Change Management Act, 2015 and other relevant legislations in contributing towards the mandate of CCDA. Its administrative operations are guided by the Public Service Management Act and its General Orders.

8. CHALLENGES

- 8.1 Staff salaries and other entitlements are processed on time.
- 8.2 Ensuring Personnel Emolument spendings stay within the budget.

8.3 Ensuring contractual remunerations are managed effectively.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualification

9.1 Must possess a degree from a recognized university. The degree should be from the field of Human Resource Management or other closely related fields as Economics, Law, Strategic Management, Psychology or Political Science and backed with appropriate experience.

Experience

9.2 Must have three (3) or more appropriate working experience in Human Resource Management.

9.3 Understands all the necessary processes and procedures in addressing staffing and personnel issues in a state agency.

Knowledge

9.4 Thorough knowledge on the applications National Employment and Labour laws.

9.5 Understand human psychology and behaviour.

9.6 Familiar with the Ascender (Alesco) payroll system.

9.7 Familiar with employment contract management.

9.8 Current knowledge on the public service remuneration conditions.

9.9 Excellent knowledge on the Public Service Management Act, 1995 and the applications of the Public Service General Orders.

9.10 Excellent understanding on general policy formulation.

Skills

9.11 Should be reliable, trustworthy and have the ability to maintain absolute confidentiality.

9.12 Excellent command of MS Office and the ICT systems.

9.13 Ability to build and keep relationships with the other employees.

9.14 Ability to speak confidently and clearly in public.

9.15 Ability to keep confidentiality if required.

9.16 An extremely organized person with an eye for details.

9.17 Possess good counselling skills.

9.18 Excellent communication and interpersonal skills, with the ability to engage and collaborate with stakeholders including the central agencies (DPM, DoF & DoT).

9.19 Excellent spoken and written English.

9.20 Innovative and critical thinking to analyse governing legislations, policies and plans in order to formulate internal CCDA policies or plans.

