DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. Identification:

	Position No: TSC.035
Division: OPERATION	**Designation/Classification:** ASSIST.HR.OFFICER–MANPOWERPLANNING GRADE: 11
Branch: CORPORATE SERVICE	**Local Designation:** ASSIST.HR OFFICER – MANPOWER PLANNING
Section: HRM	**Reporting to:** HR OFFICER –MANPOWER PLANNING **Position No:** TSC.034
Location: FINCORP HAUS, WAIGANI	**Incumbent:**

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC/-1-14/TSC/ek	19/08/2015	CREATE

2. Purpose:

Provide the assistance required within the Manpower Planning by keeping a up-to-date record of Commission manpower establishment ceilings.

3. Dimension:

Finance: Nil

Staff: Nil

Equipment: 1 x computer set.

4. Principle Accountabilities

4.1 Responsible to provide the assistance to implement all HR Manpower Planning processes and procedures for the Commission.

4.2 Responsible for the timely input and up-date of the establishment records for the Commission.

4.3 Accountable to assist with the review of the existing work process and procedures.

4.4 Accountable for the identification of vacant and funded positions and facilitate to advertise the positions.

4.5 Responsible to liaise with the print media to advertise the vacant funded positions, receive application forms, acknowledge and inform applicants of the results of the Selection Committee decision.

4.6 Accountable to liaise with training providers for possible short and long term training courses for staffs.

4.7 Accountable for recording of all staff performance appraisal and submit for input into Alesco.

4.8 Accountable for the up-dating of all hard and soft copies of the approved HR forms for the Commission.

5. Major duties

5.1 Assist with the implement all Manpower HR processes and procedures for the Commission.

5.2 Input and maintain an up-to-date record of the approved public service establishment records for the Commission in the Alesco payroll system.

5.3 Assist with the review of the existing work processes and procedures and recommend changes to the HR Officer -Manpower.

5.4 Identify vacancies within the Commission and prepare advertisement of these vacancies in the local media.

5.5 Receive application forms for advertised vacant positions, check application forms, acknowledge application forms and prepare application forms for Selection panel.

5.6 Liaise with training providers for possible training of the public service staff within the Commission.

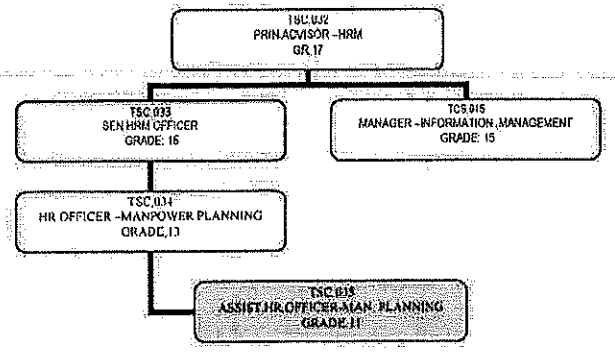
5.7 Receive and maintain a record of all the performance appraisal forms for the public service staff within the Commission and refer the originals to the Staff Officer.

5.8 Update and maintain hard and soft copies of all the approved HR forms for the Commission

6 Nature and Scope:

6.1 Reporting Relationships:

This position is the only position that report directly to the HR Officer –Manpower Planning as shown on the graphical form shown hereunder:



6.2 Working Relationships:

Internal:
The position will work closely with the HR Officer-Manpower Planning and Senior HR Officer.

External:
The position is required to communicate with the Department Personnel Management and the Department of Education.

6.3 Work Environment:
The position is located in Waigani, Port Moresby and is required to work closely with the staff of the HR Section and other officers within the Commission. It is required to visit the NDOE and the Department of Personnel Management.

7. Constraints Framework and Boundaries:

- Rules/Procedures: Practical actions and decisions are taken and made in consistent with the GoPNG regulations as spelt in the PFMA, the revised General Order (4th edition), the TS Act, the Public Service Code of Ethics and Conduct and other relevant government regulations and policies.
- Decisions: Implement the decisions of the Commission.
- Recommendations: New changes to improve the HR processes and procedures for the Commission.

8. Challenges:

- The major challenge of the position is to ensure that all the HR practices, processes and procedures are taken within the guidelines of the Revised General Orders.

9. Qualification, Experience, Knowledge, Skills:

9.1 Qualification:

Diploma in HRM from a recognized tertiary institution.

9.2 Experience:

Over three (3) years' experience in a similar role in public sector organisation

9.3 Knowledge:

- Practical knowledge and understanding of the TSC Act, the revised General Order, the Public Finance Management Act, the Public Service Management Act and the Industrial and Labour Act.
- Excellent knowledge of the PNG Education System.

9.4 Skills:

- Public relations skills.
- Verbal and written communication skills.
- Computer skills in the application of MS word, MS Excel and MS power point.
- Input and amendments of the establishment records within the Alesco payroll system.

(The above principal accountabilities provides a basis for the incumbent officer's annual staff appraisal)

STAMP OF APPPROVAL: