DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. Identification:

	Position No: TSC.034
Division: OPERATION	**Designation/Classification:** HR OFFICER –MANPOWER PLANNING GRADE: 13
Branch: CORPORATE SERVICES	**Local Designation:** HR OFFICER –MANPOWER PLANNING
Section: HRM	**Reporting to:** SENIOR HR OFFICER **Position No:** TSC.033
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:

Prepare all manpower planning activities and maintain up-to-date manpower reconciliation for the Commission.

3. Dimension:

Finance: Nil

Staff: 1 technical officer
Equipment: 1 x computer set and 1x telephone

4. Principle Accountabilities

4.1 Responsible to effective implementation of HR manpower activities for the Commission.

4.2 Responsible to maintain an up-date of all establishment records for the Commission.

4.3 Responsible to conduct study into existing work processes and recommend for new changes.

4.4 Accountable for the preparation of the advertisement, recruitment and selection for vacant TSC positions.

4.5 Accountable for the implementation of the career plan and succession plan for the Commission.

4.6 Accountable for the timely implementation of the training plan for the Commission.

4.7 Accountable for the effective implementation of the staff performance appraisal for the TSC staffs.

5. Major Duties

5.1 Implement manpower activities for the Commission.

5.2 Maintain an up-to-date public service establishment records for the Commission.

5.3 Conduct review into existing work processes and procedures and recommend changes to the Commission.

5.4 Carry out the advertisement, recruitment and selection process and procedures for the public service positions for the Commission.

5.5 Implement the career plan and succession plan for public service staff within the Commission.

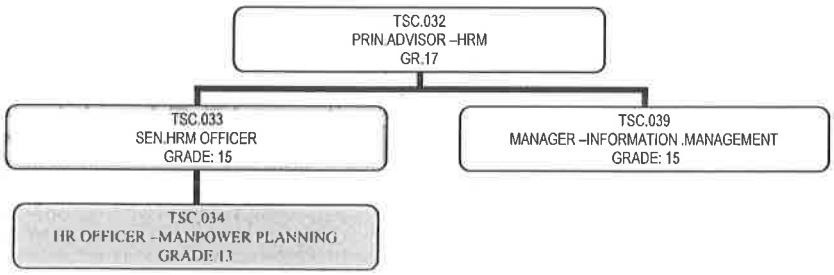
5.6 Implement the training plan for the public service staff within the Commission.

5.8 Implement the performance appraisal forms for the public service staff for the Commission

6. Nature and Scope:

6.1 Reporting Relationships:

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



6.2 Working Relationships:

Internal:

The position will work closely with the Senior HR Officer, the Prin.Advisor- HRM and all staffs of the Commission

External:

The position is required to communicate with the Department Personnel Management, the Department of Education and the Department of Treasury.

6.3 Work Environment:

The position is located at the HQ, Waigani Port Moresby. It is required to visit the Department of Personnel Management and the Department of Education

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 TSC 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 processes and procedures of dealing with the customer services.

8. Challenges:

- The major challenge of the position is to ensure that all staffs are highly motivated to achieve the goals and objective of the Commission.

9. Qualification, Experience, Knowledge, Skills:

9.1 Qualification:

- Degree in Human Resource Management from a tertiary institution.

9.2 Experience:

- Over five (5) years' experience in a similar role in public sector organisation

5.3 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.
- PNG Education System.

9.4 Skills:

- Public Relations
- Verbal and written communication.
- Computer skills in the application of MS word, MS Excel and MS power point.
- Human Resource Management Skills.

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

STAMP OF APPPROVAL:

APPROVED/ NOT APPROVED

TEACHING S OMMISSION

DATE: 3/1/2020