



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000255	REF. NO: NSO 168
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: SENIOR HUMAN RESOURCE OFFICER GRADE 14	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: Senior Human RESOURCE GRADE 14	
	REPORTING TO: MANAGER HR	SYS. POS. NO: 0260000254
		REF. NO: NSO 167
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>ODD: 1/6/24</i>	<i>07/12/2011</i>	<i>RENO/REDES</i>
	<i>14/12/2015</i>	<i>RENUMB</i>
	<i>20/04/2018</i>	<i>STRUCTURE APPROVED</i>
	<i>11/05/2020</i>	<i>IMPLEMENT STRUCTURE</i>

2. PURPOSE

- The position will assist the HR branch administer the daily operations of the human resource branch in the implementation of office policies and programs regarding staff development & training, personnel, staff & salaries, HR audits and other support functions to the National Statistical Office.
- The position is also responsible for preparation, examining, analyzing, negotiating, and revising contracts in NSO.

3. DIMENSIONS

The position is responsible for the preparation, executing, and revising employee contract for the Senior Contract Officer in NSO

The position will also assist the HR branch to play the custodian role of administering the General Order, Public Service Management Act, the Public Finance Management Act and other relevant legislations to ensure the desired outcomes in line with the purpose are achieved. Appropriate person will be in-charge of total of 12 staff are determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

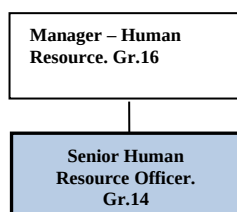
1. Organize for the relevant staff development and training to meet specific needs for the NSO staff, provide administrative support services for personnel, staff & salaries, HR audits and other support functions to the National Statistical Office.
2. The position will assist the HR Branch to ensure that proper and accurate HR records are maintained at all times; ensure that Personnel and HR matters are dealt with according to best HR practices
3. Realization of effective and efficient management of the Human Resource branch
4. Ensure the participation of the corporate services division in the preparation of the annual report by the National Statistician to the Minister as stipulated in the Statistical Services Act.

5. MAJOR DUTIES

1. Assist the HR branch prepare plans and programs for the development and implementation of office policies and process and procedures in all areas of human resource management and development in accordance with the Public Service General Order;
2. Oversee the preparation revision of the employment contracts for the Senior Contract Officers Oversee proposal planning and administration of contracts;
3. Track authorizations and correspondences
4. Recommends and implements programs intended to promote better employee relations, welfare and benefits, career development, discipline and other similar aspects;
5. Monitors the implementation of personnel policies, programs and procedures in the Head Quarter/Field Offices, and prepares report for the use and information of Management;
6. Plans, implements and evaluates training programs in the field of statistics by accrediting the NSO as a training institution;
7. Assist Provides payroll services;
8. Provides support to:
 - Concerned offices in the implementation of the graduate program in Applied Statistics.
9. Processes personnel transactions and maintains personnel records in the agency;
10. Coordinates with other government and private agencies with respect to human resource related matters;
11. Acts as Secretariat to the Personnel Selection Board, Personnel Development Committee, Grievance Committee and other related ad-hoc committees; and
12. Performs other functions as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the middle management level is responsible directly to the Manager Human Resources Gr. 16 for ensuring that HR functions and responsibilities are managed effectively and are compliance to all relevant legislations. The position has a total of 4 subordinate comprising of staff & salaries, training & development,



6.1 WORKING RELATIONSHIP

Corporate Services Division: Human Resources: NSO 168 Senior Human Resource Officer

(a) Internal

- Reports directly to the Manager- Human Resources
- Reports to the Deputy National Statistician - CSD and other Deputy National Statistician as and when required to report on HR matters
- And may report to the National Statistician is and when required

(b) External

- Liaise and consult with the Department of Personnel Management on matters in regard to General Orders
- Liaise with the Department of Finance on matters regarding salaries and personnel and data input to the Alesco Payroll System
- Establish good working relationship with other state agencies regarding HR administration.
- International agencies on matters relating to statistical training

6.2 WORK ENVIRONMENT

The position plays the supervisory role of the Human Resources branch to ensure the implementation of government policies and regulation on HR matters, processes and HR policies are adequately promoted in a holistic manner in achieving NSO's aims and objectives.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will assist the HR branch administer processes and procedures in dealing with all matters in the daily running affairs of the agency and to decide on and recommending to the Deputy National Statistician and the Manager –HR and the agency head on the best HR practices for transparent and accountable purposes

- **Rules and procedures**

1. Enshrine in the Public Service (Management) Act
2. General Orders
3. Public Services Code of Ethics
4. Statistical Services Act

- **Decision**

1. Agency Head
2. Manager – HR
3. Deputy NS, CSD

- **Recommendations**

1. Enhance productivity, timely and accurate statistics

8. CHALLENGES

- The effective and efficient management and implementation of HR policies which have not been fully digested in the public service
- Meeting and liaising with the NSO management to promote government policies, regulations and other legislations to promote statistics.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Degree preferably in human resource, public administration or such other educational qualifications acceptable.
- Administrative ability of a high order.

(b) Knowledge

- Statistical Services Act. 1980.
- Public Service Management Act
- Public Finance Management Act
- Public Service General Orders
- Public Service process, systems and procedures including Public Finance procedures is essential

(c) Skills

Ability to demonstrate the following skills at a proficient level;

- ✓ High level of computer application is essential
- ✓ Written and Oral (presentation) Communications
- ✓ Report Writing
- ✓ People management and Public Relations are desirable
- ✓ Able to develop strategies or plans and be able to implement and monitor it
- ✓ Be able to work in a team to initiate, plan and organize own work to meet deadlines

(d) Work Experience:

A minimum five (5) years working in an administrative role or in a managerial position.