

**NATIONAL STATISTICAL OFFICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000338	REF. NO: NSO 180
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STAFF AND SALARIES CLERK GRADE 10	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: STAFF AND SALARIES CLERK GRADE 10	
BRANCH: HUMAN RESOURCE	REPORTING TO: ASSIST. PERSONNEL OFFICER	SYS. POS. NO: 0260000337 REF. NO: NSO 179
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

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

2. PURPOSE

The position is responsible to the Personnel officer to ensure day to day staff and salaries matters and queries are attended to and raise PVASs for officers concern.

3. DIMENSIONS

The position is responsible to assist the Personnel Officer to administer all staff and personnel matters of the organization and monitor the salaries of the personnel on a day to day activities, preparation of payroll report for the HR Branch.

4. PRINCIPLE ACCOUNTABILITIES

1. Report to the Assistant Personnel Officer on matters relating staff & Salaries and times attends to Personnel Matters.
2. Salaries Monitored
3. Raise PVA's

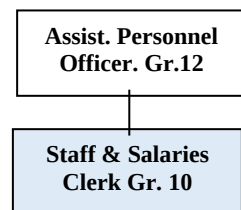
5. MAJOR DUTIES

1. Receive daily queries and problems on staff and salary matters.
2. Prepare and submit report to the Personnel Officer on salary and pay matters.
3. Attend to staff and salaries matters and salaries queries data input and raise PVA's including checking of salary adjustments.

- a. Process various leave, remuneration, deductions, commencement, cessation, batching, Public Office Superannuation Fund Contribution, POSF, and gratuity for national contract officers.
- b. Keep proper filing and records of staff & salary matters
- c. Administer and update history cards for all staff
- d. Perform other duties as directed

6. NATURE AND SCOPE

The position is responsible directly to the Assistant Personnel Officer to assist in ensuring that all staff and salary matters are carried out effectively and satisfactorily, on a timely basis for the NSO personnel.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Assistant Personnel Officer and works with other Managers and staff of the NSO as and when required on relevant matters

(b) External

- Liaise with Department of Personnel management.
- Liaise with loan companies

6.2 WORK ENVIRONMENT

The position is an administrative position and plays the role to assist HR branch to ensure that all staff and salary matters are attended to and carried out effectively and satisfactorily, on a timely basis for the NSO personnel 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 personnel, staff and salaries 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/procedures

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

- **Decision**

1. Manager – HR
2. Deputy NS, CSD
3. Personnel Officer

- **Recommendations**

1. Enhance productivity, timely and accurate statistics

8. CHALLENGES

The effective implementation of the government policies

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Diploma /Certificate in HR or satisfactory completion of Grade 12 or possession of other qualification with proven administrative ability.

(b) Knowledge

Public Service Management Act and General Orders, Public Finance (Control and Audit) Act.

(c) Skills

Report Writing Skills, Computing, basic accounting

(d) Work Experience

At least 3 years experience in a large government organization in the area salaries