



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000336	REF. NO: NSO 178
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: PERSONNEL OFFICER GRADE 14	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: PERSONNEL OFFICER GRADE 14	
BRANCH: HUMAN RESOURCE	REPORTING TO: NO: MANAGER HUMAN RESOURCE	SYS. POS. NO: 0260000254 REF. NSO 167
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 will assist the HR branch to supervise and direct Personnel section to ensure day to day pay activities are carried out effectively and satisfactorily, on a timely basis for the NSO personnel.

3. DIMENSIONS

The position is responsible 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.

The position will also assist the HR branch play the custodian role of administering the Alesco Payroll System whilst executing the Public Service Management Act, the Public Service General Order 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 2 staff as determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

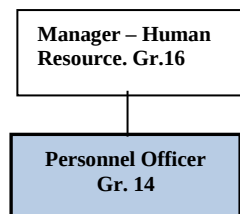
- Report to the Manager – Human Resource.
- Personnel Matters
- Salaries Monitored

5. MAJOR DUTIES

- a. Receive daily correspondence, queries and problems, sort out and allocate work to subordinate staff.
- b. Prepare and submit report to the Manager-HR on problems and advice on areas of improvement for the efficiency of the Section.
- c. Attend to more difficult staff and salaries queries including checking of complex salary adjustments and edits correction.
- d. Process various leave, remuneration, deductions, commencement, cessation, batching, Public Office Superannuation Fund Contribution, POSF, and gratuity for national contract officers.
- e. Assist Audit or reply to Auditor's queries.
- f. Comply and complete audit papers such as OD1, OD2, & OD3 for personnel evaluation for budget purposes
- g. Submit monthly reports to Manager – Personnel & Administration.
- h. Liaise with Department of Labour and Personnel Management on matters relating to salaries.
- i. Prepare related annual reports,
- j. Carry out duties as directed, consistent with the above.

6. NATURE AND SCOPE

The position is within the middle management level and is responsible directly to the Manager Human Resources Gr. 16 for ensuring that all personnel and salary matters are carried out effectively and satisfactorily, on a timely basis for the NSO personnel.



6.1 WORKING RELATIONSHIP

(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 Personnel 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.

6.2 WORK ENVIRONMENT

The position plays the administrative supervisory role within the Human Resources branch to ensure ensuring that all personnel and salary matters are 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. 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

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

(b) Knowledge

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

(c) Skills

Report Writing Skills
Computing skills
Strong Management abilities

(d) Work Experience

At least 5 years' experience in a large government organization on personnel matters