

Job Summary: Manager - Human Resources Management Division

Agency: Western Province Administration	Salary Grade: 16
Reporting to: Deputy Provincial Administrator, Corporate Services	Location: Daru
Position Number: 0710000021	Designation: WPHRM. 01

POSITION PURPOSE:

This position leads and oversees all resources and administrative functions of the Human Resources Management (HRM) Division to ensure effective and efficient management of all Western Provincial Administration (WPA) HRM responsibilities: policies, processes, services, programs and practices, across sectors, districts and at all organisational levels in accordance with PNG legislation

The position plays a critical role as a driver of WPAs organisational capacity to deliver sustainable and quality services to our communities and leads staff related strategies, including organisational design and development, recruitment, payroll, learning and development, health and safety and industrial relations to ensure WPA's human capital sustainability. And oversees critical reporting functions to ensure senior management are provided with HRM data that enables informed decision-making, aligning with PNG's subnational governance framework.

The role provides strategic support and direction to the Deputy Provincial Administrator, Corporate Services, and has a significant advisory role to the Provincial Administrator, other Deputy Provincial Administrators, District Administrators and Divisional Managers in the provincial administration, the districts and Local Level Governments on all facets of provincial and district HRM priorities and activities.

PRINCIPLE ACCOUNTABILITIES

1. Manage and motivate the HRM division team including initiating appropriate hiring, training and performance evaluations to foster a high performing, productive and collaborative work environment;
2. Oversee the provincial HRM administration functions that initiate and improve the people centred activities of the WPA including organization design & development, recruitment and selection, payroll processing, performance management, learning and development, industrial relations and occupational health & safety and monitor and evaluate programmatic and operational effectiveness, and initiate changes required for improvement;
3. Lead the WPA wide processes that ensure optimum organisational design, recruitment strategies and performance management are effectively implemented at provincial, district and LLG levels to provide organisational structures and human capital that contribute to continuously improving service delivery;
4. Manage approved staff establishment processes ensuring verification with the payroll report, consistently reviewing and monitoring job descriptions, employment contracts, updating and maintaining of employee records and handling confidential information;
5. Ensure WPA Learning and Development team provides appropriate and value-for-money programs, as identified in the provincial and district development plans, TNAs and DPM supported CNAs, that address professional and organizational needs of the employees and are adequately funded, delivered and evaluated;

6. Ensure service to WPA staff provides accurate and timely payroll, leave and entitlements processing and up to date advice on terms and conditions of employment;
7. Supervise HRM team members to ensure their effective communication and coordination with HRM officers in other divisions and districts as well as with other relevant government departments particularly as WPA continues to implement digital platforms;
8. Ensure the requirements of all legislation pertinent to the Division are complied with including, but not limited to, the Organic Law on Provincial Governments and Local-Level Governments, the Public Services Management Act, the Public Service Code of Ethics, the GoPNG HR Business Processes Manual and relevant national agency policies, processes and circulars; and
9. Actively contribute to all corporate requirements including planning, budgeting, reporting and GESI activities where required.

SELECTION CRITERIA

QUALIFICATIONS: A Bachelors Degree in Business Administration, Public Administration, Social Sciences or a related field deemed relevant by the PNG Department of Personnel Management (DPM) and a Diploma or Certificate in Human Resources Development and/or a Management Certificate. A Masters Degree in a relevant field is preferred and can be an advantage.

KNOWLEDGE

- Superior knowledge of HRM principles and practices and organizational and management theory and principles;
- Sound knowledge of national, provincial and local-level government functions including PNG's decentralization framework and subnational reforms;
- Working knowledge of PNG public policy formulation, provincial budget processes, and project cycles;
- Understanding of the relevance, practices, benefits and reporting capabilities of HR Management Information Systems; and
- Significant understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments, the Public Services (Management) Act and the Local Government Administration Act and relevant Public Service and DPM General Orders and Policies.

EXPERIENCE

- At least five (5) years management-level experience in the field of HRM including organisational and financial planning in a national/ provincial administration or a DPM deemed equivalent corporate role;
- Superior experience in PNGs provincial government socio-economic environment, public policy formulation and implementation particularly in a subnational context;
- Proven experience in the development of strategic plans, merit-based recruitment, managing performance, learning and development planning, developing and implementing policy and preparing and submitting accurate and factual metrics and reports; and
- Demonstrated ability to build and maintain a high-performing team.

SKILLS:

- Demonstrated abilities in leadership and change management;
- Strong public relations, public speaking, presentation, and written communication skills for engaging with diverse stakeholders, including LLGs and remote communities;
- Capacity to plan and coordinate multiple tasks/activities to meet tight and fixed deadlines, in particular with regard to planning and reporting;
- Analytical approach in problem solving / decision making to address challenges in a resource-constrained environment;
- Proficiency to utilise computer programs to support the operations of the WPA; and
- Service oriented approach, with a high degree of professionalism and commitment to supporting the operational and corporate environment of the WPA.