



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000181	REF. NO: CSHR.04
WING: Corporate Services	DESIGNATION/CLASSIFICATION: Training Officer	GRADE: 13
DIVISION: Corporate Services	LOCAL DESIGNATION: Training Officer	
BRANCH: Human Resource Management	REPORTING TO: Principal HR & OD Officer	SYS. POSN. NO: 0230000033
SECTION: Human Resource Management	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CSHR.03

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference / File No)	(Structure approved date)	(Record of how position has changed)
140	16 - 03 - 2000	Restructure
159	11 - 07 - 2007	Restructure
182 - OD 2.3 / 30062014	30 - 07 - 2015	Restructure
189	06 - 12 - 2018	Restructure

2. PURPOSE

The Training Officer is responsible for the development of training programs and identifying opportunities for the department staff to undertake to up-skill their capability to effectively perform their duties.

3. DIMENSIONS

The Training Officer reports directly to Principal HR & OD Officer on all staff training matters.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide all corporate training and facilitate Public Service induction on regular basis.
- 4.2 Identify appropriate training for staff to undertake to enhance and up-skilled their capability to effectively perform their duties.
- 4.3 Update training files for officers,
- 4.4 Liaise with GESI Officer to identify officers for further training in areas relevant to their line of duties.
- 4.5 Develop a Staff Training Policy and Plan for the department,

5. MAJOR DUTIES

- 5.1 Provide all corporate training and facilitate Public Service induction on regular basis.
- 5.2 Identify appropriate training for staff to undertake to enhance and up-skilled their capability to effectively perform their duties.



- 5.3 Develop career path and succession plans for the officers.
- 5.4 Conduct Training Needs Analysis (TNA) for the staff of the department and identify officers for training.
- 5.5 Assist the Principal HR & OD Officer and the Assistant Secretary – HRM conduct Public Service Induction training.
- 5.6 Assist GESI Officer provide counselling and training to officers.
- 5.7 Updating and maintaining staff training records related to training, development, career path planning,
- 5.8 Work closely with the Budget Officer for the staff training budget,
- 5.9 Represent the Department at various domestic and international meetings, conferences and forums.
- 5.10 Perform other duties as directed by the Assistant Secretary - HRM.

6. NATURE AND SCOPE

The Training Officer is the administrator of the staff training and capacity development programs and:

1. Provide advice on staff training & development matters to the Principal HR & OD Officer and Assistant Secretary – HRM,
2. Collaborate with other Divisional Heads and staff on HR training plans, conducting staff training needs analysis.
3. Participate in stakeholder engagement in human resource training & development matters.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Principal HR & OD Officer on all staff training & development matters and consults with the divisions on staff training matters.

6.1.2 Internal

- Assistant Secretary – HRM on all staff training and development matters.
- Principal HR & OD Officer.
- Assistant Secretaries consultations on work related matters.
- Consultations with supervisors or senior officers on work related matters.

6.1.3 External

- Liaise with the Department of Personnel Management on HR related matters
- Liaise with HR Institutions, including the Government Precinct on HR matters
- Consult with Provincial Governments and Administrations in relation to decentralized DCI staff and personnel matters.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for coordinating staff training and development through the Office of the Assistant Secretary - HRM. The incumbent must be experienced and familiar with capacity development and HRM policies and practices.



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Training Officer is guided by:

- The Department Corporate Plan 2018 - 2022, Management Plan and various Management directives of the Department.
- National Training Policy
- GESI Policy
- Medium Term Development Plans (MTDP 11, 111)
- Various legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and industry regulations.

7.2 Decision

- Set training priorities and outcomes,
- Review of training plans and programs,
- HR statistics and information,
- Consistent with Public Service (Management) Act and Public Finance (Management) Act.

7.3 Recommendations

- Relevant Branch strategies,
- Implementation of Department's Training Plan and activities,
- Liaise with Department of Personnel Management and HR Institutions,

8. CHALLENGES

- Compliance to existing laws and regulations,
- Maintain best business practices,
- Implementation of Branch strategies,
- NEC Directives and Decisions on Public Service matters,
- Stakeholder collaboration,
- Capacity building and teamwork,
- Budget and resourcing.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- A minimum of a Bachelor's Degree or preferably a Masters Degree in Human Resource Management, Strategic Management and Industrial/Organizational Psychology from a recognized university.

9.2 Knowledge

- Familiar with HRM practices and development trends and organizational change and development,
- Thorough knowledge of the Government policy framework,
- Basic knowledge of research methodologies and applications,
- Sound knowledge on National Training Policy,
- Knowledge of national development plans including MTDP II & II,
- Working knowledge of relevant Public Service legislations and regulations.



9.3 Skills

- Demonstrated leadership ability in management level,
- Demonstrated ability to build relations with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Maintain good image of the Department,
- Ability to analyze researches and issues and report writing,
- Computer literacy and use of appropriate software applications

9.4 Work Experience

- A minimum of five (5) years relevant work experience level in key government agencies or private sector with a strong background in human resource management issues.

STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I, _____ do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: _____