



Form OD2.7

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000055	REF. NO: CSHR.05
WING: Corporate Services	DESIGNATION/CLASSIFICATION: Contracts Administration Officer	GRADE: 14
DIVISION: Corporate Services	LOCAL DESIGNATION: Contracts Administration 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 Contracts Administration Officer is responsible for the review and development of employment contracts for all senior officers on contracts and to administer the remuneration package in the contractual agreement.

3. DIMENSIONS

The Contracts Administration Officer reports directly to Principal HR & OD Officer on all employment contract matters.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Develop and administer all employment contracts for all senior officers employment under contract,
- 4.2 Review and evaluate contracts including proposed resources and determine whether they seem reasonable and accurate, ensure that all contracts are accurate and up-to-date.
- 4.3 Administer employment contract agreement terms and conditions while ensuring that contracts remain within department's established budget.
- 4.4 Attend meetings to assess progress on contract officers.
- 4.5 Create regular status reports regarding progress on contract officers.
- 4.6 Analyse contracts to ensure they comply with the Public Service Management Act, Laws and Regulations.



5. MAJOR DUTIES

- 5.1 Prepare Contract Agreements for both Senior Contract Officers and Short Term Contract
- 5.2 Negotiate Contract Terms, Conditions and evaluate to ensure execution according to the negotiated or agreed terms;
- 5.3 Generate reports on the current status of existing contract agreements;
- 5.4 Create and manage a contract strategy
- 5.5 Create standardized language for new contracts.
- 5.6 Calculate Gratuity Payments for the Contract Officers
- 5.7 Analyze and report on specific possibilities related with contract officers
- 5.8 Represent the Department at various domestic and international meetings, conferences and forums.
- 5.9 Perform other duties as directed by the Principal HR & OD Officer and Assistant Secretary - HRM.

6. NATURE AND SCOPE

The Contracts Administration Officer is the administrator of all employment contracts and:

1. Provide advice on senior officers' employment contracts to the Principal HR & OD Officer and Assistant Secretary – HRM,
2. Collaborate with other Divisional Heads and senior contracts officers on the terms and conditions of the contracts,
3. Participate in stakeholder engagement in human resource management matters.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Principal HR & OD Officer on all employment contracts and consults with the divisions on remuneration.

6.1.2 Internal

- Assistant Secretary – HRM on all employments contracts.
- 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 matters relating contracts,
- 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 effective coordinating and timely administration of employment contracts through the Assistant Secretary - HRM. The

incumbent must be experienced and familiar with contract administration and related policies and practices.



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Contracts Administration Officer is guided by:

- The Department Corporate Plan 2018 - 2022, Management Plan and various Management directives of the Department.
- 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 remuneration package, priorities and outcomes of the contracts,
- Review of employment contract terms and conditions,
- HR statistics and information,
- Consistent with Public Service (Management) Act and Public Finance (Management) Act.

7.3 Recommendations

- Relevant Branch strategies,
- Administration of Department's senior officers' employment contracts
- 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, Industrial/Organizational Psychology, Management or other related discipline 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,
- Knowledge of national development plans including MTDP II & II,
- Working knowledge of relevant Public Service legislations and regulations.



9.3 Skills

- Demonstrated leadership ability at all levels,
- 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 administration of contracts and 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: _____