



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO:	POS. NO: IOHR:001
OFFICE:	DESIGNATION/CLASSIFICATION: DIRECTOR – HUMAN RESOURCE MANAGEMENT, GR.17	
DIVISION: HUMAN RESOURCE MANAGEMENT	LOCAL DESIGNATION: DIRECTOR – HUMAN RESOURCE MANAGEMENT	
BRANCH:	REPORTS TO: DEPUTY DIRECTOR GENERAL	SYS. POS. NO. REF. NO. IODG:002
SECTION:	LOCATION: HEADQUATERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OD2.7 – HR001	02.03.2015	CREATED

3. PURPOSE

Leads the Human Resources Management Division in ensuring that the branch is focus on achieving the NIO's objectives.

4. DIMENSIONS

Since this position takes lead in all Human Resource Management activities within the division, it has a total of ten positions reporting to this position. These positions are:

- Senior Human Resource Officer
- Human Resource Officer
- Human Resource Training Officer
- Senior Personnel Officer
- Personnel Officer
- Edits Officer
- Head of Central Registry
- Records Officer
- Records Database Officer
- Filing/Indexing Clerk

5. PRINCIPLE ACCOUNTABILITIES

Take lead, manage, communicate and demonstrate in ensuring that:

- The Organisation has improved Recruitment process in place.

- The Organisation has an established and structured Career Path Plan for all staff, has an established and structured Succession Plan for all managers of the Organisation and improved gender equality capacity in the Organisation.
- The Organisation is creating productivity by maximising individual and team performance and improving effectiveness by developing skills and knowledge of staff within the Organisation.
- The Organisation attracts and retains staff and their performance through appropriate pay and conditions.
- All Human Resource Management activities are in support to driving the Organisation to meet its objectives and key strategies in its current plans that is the Corporate Strategic Plan and Annual Operational Plan.
- All Human Resource Management activities are in line with the Public Service regulations and guidelines.
- Effective and efficient management of the Registry or Records Management function.

6. MAJOR DUTIES

- Ensure that NIO is up to date with modern Human Resources best practices.
- Provide direction and leadership to the Human Resources Management Division.
- Responsible for the development of and reporting on the Human Resources Management Division workplans and budgets.
- Responsible for reporting to and provision of high level advice to senior management on Human Resources Management issues.
- Develop more complex human resources policies.
- Provide interpretation of all relevant Public Service legislations and the Public Service General Orders.
- Responsible for outsourcing human resources functions as appropriate.
- Maintaining human resources networks.
- Responsible for succession planning with Human Resources Management Division.
- Responsible for overall development of staff of the Human Resources Management Division.
- To oversee the NIO HIV and AIDS and Gender Equity campaigns in the Organisation.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Deputy Director General, NIO.
- Liaise with all senior management team members.
- Liaise with Human Resource Management Staff.
- Liaise with all NIO staff across the Organisation.

External

- Liaison with relevant organisations in relations to Human Resource Management and Records Management matters.
- Liaison through the Public Service Human Resource Network for information/assistance that is beneficial to the Organisation.
- Participate in discussions with other relevant stakeholders that will bring about changes in the Organisation.

7.2 WORK ENVIRONMENT

This position concurrently delivers management, specialist and administrative functions.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations and government policies that govern the work of National Intelligence Organization include:

- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010-2030)
- PNG Medium Term Development Plan (2011-2015)
- Public Service (Management) Act
- Public Service General Orders
- Public Finance Management Act
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- National Intelligence Organization Act
- Internal National Intelligence Organization Policies and Procedures

Recommendations and decisions made are based on the above regulations and policies over any changes that will affect the whole of National Intelligence Organization.

9. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Help employees align their personal goals with divisional goals, encourage employee communication and cooperation and provide a work environment that is appropriate for the work and conducive to employee well-being so that the staffs are more productive;
- National Intelligence Organization is operating within limited resources. These limited resources include salary and allowances/benefits constraints, gender equality issues, culture issues and complicated and unfriendly concepts introduced in the Public Service thus making it difficult for National Intelligence Organization to progress one step further. In addition, gaps created as results of staff turnover or staff undertaking long term study at a senior level can influence priorities. The public, relevant portfolios and the Government more broadly need to understand this impact, and;
- Provide staff the opportunity and resources to identify and acquire the required skills and knowledge to perform their tasks to produce the desired output. Ensuring that all staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.

10. SKILLS AND EXPERIENCES

Job Specific Skills

Essential and Desirable Requirements (formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

Leadership: Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capacity and commitment and institutional strengthening.

Communications: Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident personal and well developed presentation skills.

Policy Analysis and Development: Highly developed policy and analysis skills. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Experience in the development of strategic corporate policy solutions to serve the Government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.

Stakeholder Relationships: Demonstrated ability to build and sustain effective collaborate relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote NIO and ensure proactive engagement with all stakeholders.

Strategic and Budget Planning Skills: Able to work with the Organisation to identify divisional and its strategic goals and develop planning documentation to support the meeting of these strategic goals. Demonstrate ability to work with the Management to prepare and manage Organisational budget and develop budget planning documentation to support the budget proposals.

Teamwork: Able to work well with colleagues and effectively mentor junior staff, manage the teams' response to requests in a timely manner, and share relevant information within the Division, the Organisation and with other stakeholders. Able to identify develop needs and build the capacity and capability of the Branch.

Workload and Time Management: Able to identify team priorities, allocate specific tasks to team members and manage multiple team tasks to ensure competing deadlines are met.

Computing: Able to demonstrate the use of computer applications such as using MS Word, performing complex tasks using MS Excel, creates presentation using MS PowerPoint, use of email and internet.

Technical: A demonstrated knowledge and understanding at a senior level of human resource management, strategic development and planning, corporate, business and workforce planning. Experience with, and the ability to use both the Integrated Financial Management System and Alesco HR/Payroll System. Possess a detailed understanding of the range of Acts, laws and policies governing the work of NIO including:

- General Accounting Principles and Practices;
- Public Finance Management Act and Financial Instructions;
- Public Service Management Act;
- Public Service General Orders;
- Government Financial Management Systems and Financial Procedures;

Qualification: Post Graduate Degree in Human Resource Management, Business Management, Public Administration or Business Administration from a recognized institution, Post graduate qualification (s) in the relevant field, as described under the PNG Development Strategic Plan 'Papua New Guinea Vision 2050' and membership of appropriate professional organization(s) would be highly desirable.

Work Experience: Substantial relevant work in human resource, management and leadership with experience. Exposure to:- formulation and implementation of annual work plans and budget, compliance to regulations, financial instructions, policies and procedures, and accounting software.