



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO: 0300000039	POS. NO: IOHR:006
OFFICE:	DESIGNATION/CLASSIFICATION: STAFF CLERK – GR.11	
DIVISION: HUMAN RESOURCE MANAGEMENT	LOCAL DESIGNATION STAFF CLERK	
BRANCH:	REPORT TO: DIRECTOR HR	SYS. POS. NO. REF. NO. IOHR:005
SECTION: PERSONNEL	LOCATION: HEADQUATERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OD2.7-HR006	02.03.2015	CREATED

3. PURPOSE

Assist in the conduct and coordination of all personnel activities such as salaries, allowances, leaves, contract administration and maintenance of the Concept Payroll System in the Department of Treasury.

4. DIMENSION

This position assists the Senior Personnel Officer in all activities within the Personnel Section. Whilst there is a position below this position which is Edits Officer, the Edits Officer reports to the Senior Personnel Officer.

5. PRINCIPLE ACCOUNTABILITIES

To assist in ensuring the department attracts and retain staff and their performance through appropriate pay and conditions.

6. MAJOR DUTIES

- Administer the payroll all NIO staff, including editing incorrect pay, checking variations to fortnightly pays, attending to queries for results and preparing payments.
- Correctly calculate and pay allowances such as gratuities, Domestic Market Allowances, Special Domestic Market Allowances, Higher Duties Allowances, overtime, leave fares, final entitlements, housing allowances, etc.
- Maintain CONCEPT system and produce payroll reports i.e.: provide updated information on the Occupancy Establishment Register and Personnel Emoluments Budget.
- Process payroll deductions, annual increments, resignations, terminations, retrenchments and Nambawan Super payments.
- Answer queries regarding pay and conditions of service.

- Administer and interpret the Public Service General Orders, all relevant Public Service legislation and NIO Human Resource Policies.
- Maintain personnel records.
- Monitor attendance of NIO staff.
- Process leaves applications for all types of leave.
- Keep up to date with changes to Public Service terms and conditions and inform NIO about these.
- Participate in HIV and AIDS and gender equity/equality activities that will assist the Organisation to address these issues.
- Undertake a range of other human resource functions as required.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Senior Personnel Officer and the Director – Human Resources Management Division.
- Working alongside with the Human Resource Management staff.
- Regular and daily liaison and contacts with all NIO staff across all divisions.

External

- Liaison with relevant organisations as directed to do so by the Director, HRM and Senior Personnel Officer in relations to Personnel matters.

7.2 WORK ENVIRONMENT

This position plays a specialist and an administrative role at the same time.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations and government policies that govern the work of National Intelligence Organisation 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 Organisation Act
- Internal National Intelligence Organisation 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 Organisation.

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 staff are more productive.

- National Intelligence Organisation 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 Organisation to progress one step further. In addition, gaps created as result 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.
- 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. QUALIFICATIONS, EXPERIENCES AND SKILLS

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

Essential

- **Communication skills:** Able to produce high quality briefs/correspondence and provide feedback on briefs/correspondences and other written documents. Able to chair internal & external meetings, represent the Division at external meetings, supervise the preparation of minutes and agendas, and organized meetings and workshops.
- **Policy analysis:** Able to identify and define policy problems and to develop policy options and make sound recommendations for complex issues. Also able to identify consequences and provide balanced solutions.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff, respond in a timely manner to requests from colleagues and superiors, and share relevant information within the Division, the Organisation and with other stakeholders. Able to lead the team on specific projects.
- **Stakeholder relationships:** Able to provide advice to stakeholders clearly and effectively. Able to provide motivation to satisfy staff of the Organisation and external stakeholders. Able to represent the Organisation and ensures proactive engagement with stakeholder.
- **Workload and time management:** Able to help identify team priorities and work on these priorities, plan out substantial tasks to set and meet deadlines, and manage multiple tasks to ensure competing deadlines are met.
- **Strategic planning skills:** Able to work with Divisional management to identify Divisional and Section strategic goals and help develop planning documentation to support the meeting of these strategic goals.
- **Staff supervision:** Able to demonstrate personal qualities of honesty, fairness, and professionalism, in conjunction with the Director, HRM communicate to the team how their work fits into NIO's broader strategic goals, and provide feedback to staff.
- **Legislation knowledge:** Good knowledge about the range of Acts, laws and policies governing the work of NIO.
- **Computing:** Able to demonstrate the use of computer applications such as using MS Word, MS Excel, creates presentation using MS PowerPoint, use of email and internet.

- **Qualifications:** A Degree in Human Resources Management, Business Administration, Business Management or Management from a recognized university.
- **Work experience:** Substantial relevant work experience in human resource management experience.

Desirable

- **Qualifications:** A Degree in a related discipline from a recognized university is highly desirable.
- **Work experience:** Relevant work experience in relation to human resource and management experience would be highly regarded.
- **Job Specific skills:** A demonstrated knowledge/understanding of a range of human resources issues which should include remuneration and conditions, staff development and training, recruitment and selection, performance management, job mobility and staff welfare. Ability to develop presentation and facilitate. Fair knowledge of the Alesco – Concept HR/Payroll System. Fair knowledge of the Hay Job Evaluation method. Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.