



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	Sequence. NO: 75	Position. NO: CPS17
DESIGNATION/CLASSIFICATION:	Human Resources Officer (Contracts) - Gr 8	
DIVISION: Corporate Services	LOCAL DESIGNATION: Head Office , Port Moresby	
BRANCH: Human Resource	REPORTING TO: Senior HRO Contracts	POSITION NO: CPS16
HIGHEST SUBORDINATE NA	POSITION NO: NA	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
CPS17	OC Decision No. M5 -2024 of 23.0.2024	As a result of Organizational Structure

2. PURPOSE

Human Resource Officer (Contracts) assists the Senior HR Officer [Contracts] to effectively manage all staff contracts of employment and ensure that all staff contracts are current. Every effort is put into the management of the contract that specific timelines for decisions on contract renewals are served according to the notice period in the contract and contracts are signed on time of expiry. Both officers report to the Human Resources Manager

3. ACCOUNTABILITIES

- Assist maintains a registry/record of staff contracts of employment, including short term contracted personnel, preparing contracts of employment and arranging execution on signing of the contracts

4. MAJOR DUTIES

- Assist prepare contracts of employments and for new and current staff on contract for signing on the date of expiry
- Assist SHRO [Contracts] to liaise with Office of Counsel, arrange legal clearance and execution of contracts of employment in a timely manner
- Keep track on issuance of three (3) months' notice prior to the expiry dates of contracts of employment
- Assist with preparing submissions with appropriate recommendations to the Commission for decisions and disseminated prior to the three (3) months notice period.
- Ensure to keep a timely record to advice on contracts of employment benefits and allowances, including gratuity payment minute advice to Finance Unit for processing on each anniversary date.

- Ensures all variations to contracts of employment documents for Officers are scanned, updated placed in Officers file.
- Perform any other duties as assigned by the Human Resources Manager.

5. NATURE AND SCOPE

The Human Resources Officer (Contracts) assist the Senior Human Resource Officer (Personnel) to effectively manage contracts of employment including benefits and entitlements for in a timely and effective manner and he/she reports to the Human Resources Manager,

5.1 WORKING RELATIONSHIP

(a) Internal

- HR Manager, Office of Counsel, Secretary, Divisional Directors, Managers & Staff

(b) External

- Department of Personnel Management
- Other stakeholders for purposes of benchmarking and comparative analysis on best practices

5.2 WORK ENVIRONMENT

This is an administrative or support function which assists the Human Resources Manager effectively manage terms and conditions of employment for staff on contracts of employment.

The HRO [Contracts} with the Senior HR Officer [Contracts] works closely with the HR Manager to ensure contract submissions are done to obtain Commission decisions on the employment of the contract officer and for implementation.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

A Bachelor Degree in Human Resource Management, Psychology, or Business Management. An advanced Certificate in Human Resource Management Laws and Practice in PNG and Membership to the PNG Human Resource Institute is desirable

(b) Knowledge:

Good knowledge and understanding in Human Resource Management Laws and Practices in PNG, including regulations and awards

(c) Skills:

Good research, analytical, report writing and communications skills (verbal & written)

(d) Work Experience:

At least 3-5 years working experience in similar positions and or as HR Officer dealing with personal matters

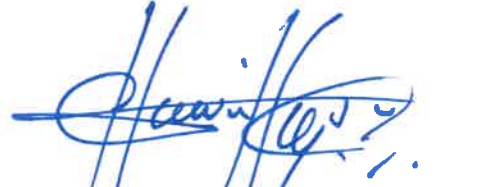


RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 01/08/25

TABITHA SUWAE
OMBUDSMAN

Date: _____



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025