



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	Sequence. NO: 73	Position. NO: CPS15
DESIGNATION/CLASSIFICATION:	HR Officer CHRIS, GR08	
DIVISION: Corporate Services	LOCAL DESIGNATION: Head Office , Port Moresby	
BRANCH: Human Resources	REPORTING TO: Senior HRO Personnel	POSITION NO: CPS13
HIGHEST SUBORDINATE Nil	POSITION NO: Nil	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
CPS15	OC Decision No. M5 - 2024 Of 23.05.2024	As a Result of Organizational Restructure

2. PURPOSE

This Human Resources Officer [CHRIS] primary responsibility is to ensure all commission personal employment details are entered into the human resources information systems CHRIS21, effectively manage the system and enable accessibility by staff and management through the HR21 information kiosk for personal details.

Provide regular assistance to management and staff on troubleshoot issues and ensure leave service entitlements are effectively managed on HR21 that correct leave entitlements are used as and when due or to be utilized, and control or manage on minimizing accumulation of recreation leave liabilities.

3. ACCOUNTABILITIES

- Provide assistance to officers on the use of Human Resources Information System service through on job training or user instruction manual or troubleshoot and rectify issues.
- Ensure officers details are updated and entered into HR Information system in an accurate and timely manner.
- Officers Salary & Personnel files movements are recorded and documents filed.
- Provide assistance in the administration of Human Resources Information System.
- Provide hands on assistance and familiarization to HR and Finance Officers on current HR Information Systems (CHRIS & HR21) and Time & Access Systems.
- Validate the integrity of all CHRIS data and report to Human Resources Manager.
- Create and customize fields and maintain user friendly and reliable system.
- Generate standard HR reports as and when required for management planning.

- Liaise with Chris User group and Agents on technical issues experienced by the Commission.
- Provide Time and Access (Attendance) report to Payroll for fortnightly deductions.
- Provide Monthly report to HR Manager to report to the Commission for man-hours loss report.
- Perform any other duties and tasks as directed by HR Manager.

4. MAJOR DUTIES

- Create all leave Rules in Chris21 in accordance with HR Officers Terms and Conditions of employment (OC T&C) manual requirements of the commission
- Link all the positions in Chris21 according to the commission reporting relationship for purposes of HR21 Kiosk.
- Assist and support in all human resource management activities throughout the Commission.
- Providing personnel support services to staff, managers and members of the Commission.
- Ensure the Recruitment module is fully utilized by updating and entering of all details provided by HR Recruitment officer and assist with staff recruitment and administration process in Chris system
- Maintain staff attendance records and produce man-hours loss report monthly.
- Monitor HR21 Leave entries and ensure appropriate approvals are given timely for payroll processing.
- Calculate leave entitlements, maintain leave records and advise officers and Finance accordingly.
- Organize and maintain personnel and training records in the system.
- Update other HR system modules and train officers accordingly.
- Advise HR Manager appropriately of changes or upgrades in the HR systems for IT assistance.
- Document management of all employment changes and circumstances using HR system.
- Maintain and manage the Time and Access system and provide report to Payroll officer for actions.
- Provide Monthly man-hours loss report to the Commission through HR Manager.
- Must provide reports from HR Information system when required by HR Manager for management use and reporting.
- Perform any other duties or tasks assigned by HR Manager

5. NATURE AND SCOPE

For continued accessibility within and outside of Commission, a strong and frequent cordial communication relationship must be maintained amicably at all times.

This position is in the Human Resources Unit, Corporate Services, reporting directly to the Human Resources Manager.

5.1 WORKING RELATIONSHIP

a. Internal

- HR Manager, IT Manager, Finance Manager and all OC staff

b. External

- HR System providers (Eg: Frontier Software)
- PNG Internal Revenue Commission,
- Department of Personnel Management.
- Department of Labour & Industrial Relations
- Workers Compensation
- HR Systems User Groups
- Any other relevant stakeholders.

5.2 WORK ENVIRONMENT

The position is a technical position specialist in human resources information system. The position ensures that the human resources information systems relevant modules contain appropriate staff and management employment details for easy accessibility for purpose of planning.

The position liaises with the Information and technology for software upgrades and developer to rectify or troubleshoot any technical issues.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Bachelor Degree preferably in Human Resources Management, Business Economics or Public Administration/Personnel Management.

Technical experience on CHRIS21 and HR21 are key critical requirements of the position.

(b) Knowledge

- Knowledge of Human Resources Information systems
- Knowledge of PNG HR Laws and OC HR Policies

(c) Skills

- Technical skills in CHRIS21 and HR21
- Ability to manage workload and meet deadlines
- Good analytical skills
- Good communication skills.

(d) Work Experience

- Five (5) year's practical experience in the field which qualifications are held and in a similar position. A good understanding of current HR Information System is critical.



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 07/08/25



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025