



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	Project Officer - Policies & Guidelines
Report to:	Director – Policy & Industrial Relations
Division/Branch/Section:	Human Resource Division
Location:	Head Quarters – Port Moresby
Classification/ Salary Range:	CUS 07/ K49,422 – K60,404
Position n°:	CUHR 038
File n°:	

DUTY STATEMENT:

The overall responsibilities of the Project Officer – Policies and Guidelines is to develop, manage and establish or record policies and procedures for development and to make sure that these are complied with across the whole organization.

EDUCATION AND EXPERIENCE:

- Degree in Human Resource Management, Business Administration, Business Management, Accounting or other qualifications relevant to the position.
- Minimum of 3 years and experience in private or government sectors or other similar organization.
- Have the ability to develop Human Resources and related policies for PNGCS Staff Development and Training Plans.
- Sound management skills.
- Has the ability to plan, develop and coordinate policy development and implementation.
- Extensive experience in Customs Laws and policies and procedures.
- Sound knowledge of PNG Customs Act 2014 and the Standard Operation Procedures of Papua New Guinea Customs Service.

KEY COMPETENCIES:

- The Project Officer, Policies and Procedures must develop and manage budget for project development.
- Manage and facilitate the flow of essential information with internal and external stakeholders.
- Establish and maintain a feedback channel for the collection of responses from Officers about implemented policies to evaluate and make adjustments where necessary.
- Manage, supervise and control multiple project development of policies and procedures through the project's lifespan.
- Provide analytical observation and reports to senior management.

KEY RESPONSIBILITIES

The main responsibility of the Project Officer to lead and provide insights into any policy and procedure development that is of mutual benefit to PNG Customs Services and its employees. Other responsibilities include;



- Develop tools and methods of identifying anomalies in established policies and procedures to enable a smooth operation in PNG Customs Services.
- Being able or has the ability to furnish required reports, evaluations on time to senior management.
- Monitor the implementation of policies, carry out awareness or training to all officers.
- Assist the Line Managers and Directors in the HR section to identify trends and shifts in policy development and implementation to be on par with a universally applicable approaches.
- Manage the output and input of policies and procedures and amend from time to time.

MINOR RESPONSIBILITIES

- Provide advice to all as and when required.
 - Assist Regions Operations with policies and procedural development.
 - Perform other duties as directed.
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The Job description was completed in consultation with Division/Unit Heads whose signature appears below and approved by the Papua New Guinea Customs Council and form the basis of a contract between the employer and employee.



Assistant Commissioner-Corporate Services
Desmond Kenehe

Chief Commissioner
Ray Paul, OBE

Dated._____

Approved By Papua New Guinea Customs Council

Dated_____

Reference: PNGCC Decision N^o:..... Meeting N^o:.....