



DEPARTMENT OF COMMUNICATION AND INFORMATION

JOB DESCRIPTION

1. IDENTIFICATION

	POSN. NO	REF. NO:
DEPARTMENT: Information & Communication Technology	DESIGNATION/CLASSIFICATION: HR Policy & Compliance Officer	
OFFICE/AGENCY: DICT	LOCAL DESIGNATION: HR Policy & Compliance Officer	
DIVISION Corporate Services	IMMEDIATE SUPERVISOR: HR Manager	POS. NO:
BRANCH: HR	HIGHEST SUBORDINATE Director Corporate Services	
SECTION: Policy & Compliance	LOCATION Waigani	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
Org	04/10/22	STC

2.0 PURPOSE

Responsible for ensuring the Department's HR policies and procedures comply with all relevant laws and regulations, as well as internal policies and guidelines. The HR Policy & Compliance Officer will also be responsible for ensuring that all employees are aware of the department's policies and procedures, and for addressing any violations of these policies.

3.0 DIMENSIONS

The HR Policy & Compliance Officer will work on multiple departments' internal policies, review, develop and implement the policies governing the staff within the department. The incumbent will also be contributing to the overall efficiency and effectiveness of the Human Resource Management Branch and department.

4.0 PRINCIPAL ACCOUNTABILITIES

Develop, implement, and review departments' policies and procedures, ensuring they are compliant with all relevant laws and regulations, as well as internal policies and guidelines.

Stay up to date with changes to legislation and regulations that may impact the company's HR policies and procedures.

5.0 MAJOR DUTIES

- 5.1 Develop and implement HR policies and procedures to ensure compliance with all relevant laws and regulations.
- 5.2 Ensure that all HR policies are up to date and in compliance with current legislation.
- 5.3 Review and monitor HR practices and processes to identify potential areas of risk or non-compliance.
- 5.4 Work closely with the legal team to ensure that all HR policies and procedures are legally compliant.
- 5.5 Provide advice and guidance to HR staff and management on HR policies and compliance issues.
- 5.6 Conduct regular audits and assessments to ensure that the organization is following all HR policies and procedures.
- 5.7 Develop and deliver compliance training to HR staff and other stakeholders.
- 5.8 Keep up to date with changes in HR legislation and best practices.

6.0 NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

Internal

- Report to Human Resource Manager, working closely with HR Team within the department, GESI Manager, and all the other wings and branches within the department.

External

- HR policy and compliance officers may also work with external consultants who specialize in employment practices. This can be particularly useful for small organizations that do not have an internal HR department or for organizations that need specialized expertise in a particular area, such as diversity and inclusion.

6.2 WORK ENVIRONMENT

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Executive Manager is guided by the.

- Mandate, internal management, and operational policies of the Department,
- Annual recurrent budget of the Department.
- ICT Legislations, ICT Policies, and other relevant government priority development policies
- Public sector reforms,
- Public Service Code of Ethics and Conduct.

7.2 Decision

- Corporate priorities, goals and objectives.
- Management, operational policies and procedures.
- Strategic review and change management.
- Conflict management and resolution.
- Commitment and expenditure of funds consistent Public Finance (Management) Act.

7.3 Recommendation

- Policy development and review,
- Strategic and operational plans,
- Reforms and change,
- Work ethics and practices,
- Staff capacity building,
- Internal business systems and processes.

8.0 CHALLENGES

- Work culture, values and ethics.
- Negative work practices and behavior.
- Lack of staff capacity and resources.
- Lack of team work and participation.

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- Bachelor's degree in Human Resources, Business Administration or a related field.

9.2 Knowledge

- Strong knowledge of HR policies and regulations...
- Conversant with PNG Digital Transformation Policy and related digital legislations, other ICT laws and regulations.
- Familiar with the Vision 2050, MTDP III and other Government policies including the 2018 post APEC Digital Commitments.
- Conversant with other relevant laws and regulations including Public Finance (Management) Act, IFMS, Public Service (Management) Act and PS General Orders, relevant PNG.

9.3 Skills

- Excellent communication and interpersonal skills.
- Attention to detail.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.

9.4 Work Experience

- Minimum of 3 years' experience in HR policy development and compliance.