

**JOB DESCRIPTION**

	<b>SEQ NO.:</b>	<b>POS NO.</b> FAICCC09
<b>DEPARTMENT:</b> Independent Consumer & Competition Commission	<b>DESIGNATION/CLASSIFICATION:</b> HR Payroll Officer Grade: 9	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> HR Payroll Officer	
<b>DIVISION:</b> Finance & Administration	<b>HIGHEST SUB-ORDINATE:</b>	
<b>BRANCH:</b> Human Resources	<b>IMMEDIATE SUPERVISOR:</b> Manager Human Resources	
<b>SECTION:</b>	<b>LOCATION:</b> Headquarters, Port Moresby, NCD	

**HISTORY OF POSITION DETAILS**

<b>REF NO:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>

**PURPOSE**

- Responsible for assisting the Senior Human Resources Development Officer in effectively carrying out the Human Resources & Administration duties and responsibilities.

**ACCOUNTABILITIES**

- Accountable to the Manager Human Resources in the discharge of all responsibilities entailed herein.

**MAJOR TASKS (KRA):**

- Assist the Senior Human Resource Development & Administration Officer in the discharge of general payroll administration duties;
- Assist in the various leave administration of staff;
- Assist in the payment of rents;
- Assist in maintaining incoming/outgoing stationery register;
- Obtain quotations for office stationeries and equipments;
- Process fortnightly wages for staff on a timely basis;
- Process PVAs;
- Assist bank reconciliation; and
- Assist in PGAS administration.

**REPORTING AND WORKING RELATIONSHIP****INTERNAL**

- Report to the Manager Human Resources;
- Liaise with Divisional and Branch Managers on HRD and Payroll Administration matters affecting the operation of ICCC;

**EXTERNAL**

- Liaise with Departments of Personnel Management and Finance and other Professional Bodies and Institutions on matters relating to the payroll operation of ICCC.

## **POSITION AND PERSON SPECIFICATIONS**

### **QUALIFICATIONS**

- Diploma or Certificate in Human Resources, Public Administration or Office Administration/management or any such related field;

### **EXPERIENCE**

- 5 years experience in related function with a sound understanding and exposure in Concept/Alesco Payroll System coupled with strong training administration background;

### **KNOWLEDGE**

- Must have a sound knowledge and understanding and appreciation of the various Act and Legislations relative to ICCC roles and functions;
- Must be familiar with and have the ability to interpret the various Policies and Procedural Guidelines relating to HR functions;

### **SKILLS**

- Demonstrated ability to work with less supervision and under pressure and to prescribed deadlines;
- Be a self-starter and a team-player with demonstrated leadership qualities;
- Mature, innovative, analytical and of sober habits;
- Must possess strong administrative skills and ability in multi-skilling with excellent interpersonal and communication skills;
- Proven ability to forge, foster and maintain strong internal and external client relationships and professional HR network;
- Demonstrated proficiency in Microsoft Office Applications (Word, Excel, Access, Power-Point);

**AUTHORISED by: Assoc.Prof.Billy Manoka, (PhD)  
Commissioner/CEO**