



PNG EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE
NATIONAL SECRETARIAT



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POSITION DESCRIPTION

Organization	Designation	SEQ. No.	Position No.	Grade
PNG Extractive Industries Transparency Initiative	Human Resource & Administration Assistant		EITI014	PSCGR12.1
Branch	Immediate Supervisor			
Finance, Administration & Human Resource	Manager Finance, Administration & Human Resource			
Section	Location			
Finance, Administration & Human Resource	Treasury Building, Level 8, Waigani			

1. PNGEITI BACKGROUND

The Extractive Industries Transparency Initiative (EITI) is a Global Best Practice Standard adopted by the PNG Government in 2013 to promote revenue transparency and accountability in the country's rich energy and mineral resources wealth.

Parked under the Ministry for Treasury, the PNGEITI National Secretariat's operation is governed by an oversight body called the Multi-stakeholder Group (MSG) comprising of representatives from relevant government entities, civil society organizations and industry companies and chaired by the Minister for Treasury. The PNGEITI National Secretariat is a small office responsible for providing technical and administrative support to the MSG by implementing the policy decisions and directives of the MSG.

In EITI implementing countries, companies involved in extractive natural resource wealth (oil, gas and minerals) are required to report on what they pay to the governments and governments are also required to report on what they receive from these companies in a given financial year. These financial data are then reconciled by an independent administrator and are published in the annual EITI Reports for public information.

2. PURPOSE OF THE POSITION

The position of the Human Resource & Administration (HR & Admin) Assistant will be responsible for providing the overall administration and HR support within the Finance, Admin & HR Branch which includes assisting in organising logistics in meetings and appointments and taking notes and drafting minutes of stakeholders, technical working groups, Committees, Sub-Committees and keep records of meeting attendances; managing recruitment and on-boarding, administering benefits and payroll, overseeing employee relations, and ensuring compliance with

labour laws. The Officer is responsible for maintaining employee records, supporting training and development programs, managing appraisals and handling disciplinary procedures and grievances.

The HR & Admin Assistant will also be responsible for reception, secretarial and administrative duties including; copying, scanning and binding documents for meetings and dissemination to stakeholders. Further, organise logistics for duty travels for Secretariat staff and stakeholders for meetings, outreaches, consultations, roadshows, forums and conferences. Maintain files and records of all Secretariat staff and ensure staff comply with office administration and procedures (e.g., timesheets, overtimes, recreational leave, sick leave, compassionate leave, clocking in and out system, weekly staff reports, etc.).

The Officer will also provide support to the Finance and Administration Officer on corporate and administrative tasks as required such as banking, payment of IRC taxes, staff superannuation contributions and general office administration, financial and HR matters

The position reports to the Manager Finance, Admin & HR.

3. DIMENSION

- 3.1 The HR & Admin Assistant shall provide technical support to the National Secretariat on matters relating to recruitment, payroll, HR policy administration and implementation, and provide advice on matters relating to application and implementation of the Public Service (PS) General Orders on matters of administration and governance.
- 3.2 The HR & Admin Assistant shall be responsible for clerical, secretarial and administrative duties and other stakeholder engagement duties and responsibilities.

4. NATURE & SCOPE

- 4.1 Provide technical support to Manager Finance, Admin & HR and the National Secretariat in matters relating HR policy administration and implementation;
- 4.2 Provide advice on matters relating to application and implementation of the PS General Orders on matters of administration and governance issues;
- 4.3 In collaboration with Finance & Admin Officer, ensure effective progress is made in HR/Payroll management and implementation, Admin processes and NS and/or MSG recommendations and ensuring compliance to resolutions and EITI standards;
- 4.4 Provide support to all NS organized meetings stepping in as secretary and taking minutes and communicating resolutions in collaboration with Executive Director and Manager Finance, Admin & HR.

5. KEY ACCOUNTABILITIES & RESPONSIBILITIES

- 5.1. Assist in the recruitment process, which includes screening resumes, scheduling interviews, and extending job offers. Manage the on-boarding process for new employees, ensuring a smooth transition, and facilitating training and orientation workshops.
- 5.2. Assist employees on HR policies and issues and the Public Service General Orders. Ensure company policies and HR practices comply with current employment laws and regulations.
- 5.3. Assist Finance & Admin Officer with payroll functions and maintain accurate and up-to-date employee records and ensure staff comply with office administration and procedures

(e.g., timesheets, overtimes, recreational leave, sick leave, compassionate leave, clocking in and out system, weekly staff reports, etc.);

5. 4. Manage the performance appraisal processes and employee evaluations.
5. 5. Assist in organising logistics, especially meetings and appointments and taking notes and drafting minutes of stakeholders, technical working groups, Committees, Sub-Committees and keep records of meeting attendances;
5. 6. Assist in reception, secretarial and administrative duties including; copying, scanning and binding documents for meetings and dissemination to stakeholders;
5. 7. Organise logistics for duty travels for Secretariat staff and stakeholders for meetings, outreaches, consultations, roadshows, forums and conferences;
5. 8. Maintain files and records of all Secretariat staff and ensure staff comply with office administration and procedures (e.g., timesheets, overtimes, recreational leave, sick leave, compassionate leave, clocking in and out system, weekly staff reports, etc.);
5. 9. Supervise the Administration Driver to ensure PNGEITI National Secretariat vehicles are regular serviced, registration and safety stickers are valid and current, vehicles are neat and clean and in good mechanical conditions.
5. 10. Procure, purchase and manage Secretariat's stock of stationary, equipment, office vehicles servicing and maintenance, and keep stock of outreach and promotional merchandise and materials; and
5. 11. Support the Finance and Administration Officer on corporate and administrative tasks as required such as banking, payment of IRC taxes, staff superannuation contributions and general office administration, financial and HR matters.

6. REPORTING RELATIONSHIPS

6.1 Internal

The HR & Admin Assistant will work conjointly with Finance & Admin Officer on all HR and admin matters and reports to Manager Finance, Admin & HR. Weekly (or periodic) progressive reports on operations and/or meetings held shall be furnished to the National Secretariat through Manager Finance, Admin & HR.

6.2 External

- (a) The HR & Admin Assistant reports directly to the Manager Finance, Admin & HR on all matters regarding all external matters for direction and progressive action.
- (b) The HR & Admin Assistant reports on external matters were directed or entrusted to by Manager Finance, Admin & HR or Finance and Admin Officer.

7. KEY STAKEHOLDERS

The HR & Admin Assistant of the Secretariat must maintain effective, high level and productive working relationships with:

- 7.1 Finance, Administration & Human Resource Branch.
- 7.2 PNGEITI National Secretariat.
- 7.3 PNGEITI MSG.
- 7.4 Key stakeholder clientele

7.5 MSG Technical Working Groups (where applicable)

8. **EXPECTED OUTCOMES**

The expected outcomes of this position include but not limited to:

- 8.1 Establishing a fully functional and responsive HR and Administrative operations within the Secretariat;
- 8.2 Ensure timely processing of payroll;
- 8.3 Ensure timely and accurate implementation of recommendations from meeting resolutions, including the NS and MSG/TWG meetings respectively where relevant;
- 8.4 Maintaining high standard of professionalism that is perceived beyond the boundaries of the National Secretariat;
- 8.5 Ensure orderly and accurate filing system within the NS;
- 8.6 Maintain strong working relationships with the NS staff and management and MSG and the MSG Technical Working Groups;
- 8.7 Provide secretarial and clerical support to the Executive Director; and
- 8.8 Provide technical input on the development and implementation of the HR and Administrative policies and processes within the NS and be able to make relevance to the PS General Orders where applicable or necessary.

9. **POSITION STATUS**

This is a permanent position within the National Secretariat. However, permanency is based on the successful completion of:

1. Three (3) months' probation period beginning date of hire; and
2. Certification of a public service induction course/training.

This may also require an appraisal from the Manager Finance, Admin & HR.

10. **PERFORMANCE ASSESSMENT**

The performance of the officer shall be evaluated annually based on the respective branch allocated task deliverables based on the PNGEITI Work Plan through the annual Performance Appraisal system facilitated by Finance, Admin & HR Branch.

11. **POSITION REQUIREMENTS**

11.1 Skills/Knowledge:

- (a) Planning and organizing skills;
- (b) Communication and interpersonal skills;
- (c) Writing and (Report writing) skills;
- (d) Research, innovation and analytical skills;
- (e) Relationship building and networking skills;

- (f) Strong analytical and report writing skills with emphasis on details;
- (g) Good diplomatic skills and experience.

11.2 Educational Qualifications:

- (a) Bachelor's degree in Human Resources, Psychology, Business Administration, Public Policy, or other relevant fields.

11.3 Have a minimum of 5 years' experience in HR & office administration, payroll, secretarial and public policy specifically in interpretation and application of PS General Orders in the public sector;

11.4 Strong communications and problem-solving skills;

11.5 Sufficient knowledge of PNG government administrative and project implementation policies and processes including precise understanding and implementation of:

- (a) The Public Finance Management Act;
- (b) The Public Service Management Act and associated General Orders;
- (c) PNG Income Tax Act;
- (d) Labour Law;
- (e) PNGHR Management processes and systems; and
- (f) Understanding protocols and standard operational procedures of the International EITI body.

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