



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: (Name of Department/Prov. Admin/ Public Hospital/Govt Funded Agency)	SYS. POSN. NO.: (10 digit concept payroll no.)	REF. NO.: (Posn. No.)
OFFICE: (Name of Office if it is none of the above)	DESIGNATION/CLASSIFICATION: (GO job designation/classification)	
DIVISION: (Name of Division where position is located)	LOCAL DESIGNATION: (As per agency structure)	
BRANCH: (Name of Branch where position is located)	REPORTING TO: (Immediate Supervisor)	SYS. POS. NO.: REF. NO.:
SECTION: (Name of Section where position is located)	LOCATION: (Place where the position is located)	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

(Short and accurate or factual statement of why the job exists. This is to ensure significance of the job from the organization's point of view. It leads to questions like: - 2.1 – what part of the organization's total purpose is achieved by this job; 2.2 – what is its contribution to the organization; 2.3 – what would not get done if it did not exist at all; 2.4 – why is this job needed at all)

3. DIMENSIONS

(Records significant/relevant quantities on which the job has some direct or indirect impact on. It gives the scope and scale of the job. Normally it portrays the amount of finance it is accountable to, the number of staff it supervises and resources (equipments/facilities)

4. PRINCIPLE ACCOUNTABILITIES

(Indicate the expected end result of each action (how). These are statements that describe the major functions of the organization to ensure the end results are achieved to fulfill the objectives of the agency (what). It is from the principle accountabilities that the major duties are designed)

5. MAJOR DUTIES

(All the tasks that the position holder is required to perform)

6. NATURE AND SCOPE

(This is the narrative part of the job description which must not be long and should not list every activity of the job but will give examples that will help to illuminate the job. It may help to think how you would describe the job to a friend who knew nothing about it, and then jot down the main elements. It states the location of job within organization and its reporting relationships i.e. to whom the job reports, other jobs reporting to the same supervisor and the nature of any staff relationship)

6.1 WORKING RELATIONSHIP

- (a) **Internal**
(Explains job relativity internally)
- (b) **External**
(Explains job relativity externally)

6.2 WORK ENVIRONMENT

(This explains the background of the position whether it is statutory, specialist, technical or administrative- which sets the scene).

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

(Principle strategies, policies, precedents, rules, instructions within which the job operates. Authority the job holder has to make/take decisions)

- Rules/procedures
- Decision
- Recommendations

8. CHALLENGES

(That part of the job which, in the job holder's view, presents the greatest challenge to a fully competent job holder. This statement should also indicate why it is a challenge)

9. **QUALIFICATIONS, EXPERIENCES AND SKILLS**

(Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

- (a) **Qualifications**
- (b) **Knowledge**
- (c) **Skills**
- (d) **Work Experience**