



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	HR Officer, Organizational Development
Grade/ Classification	IRC 05
Immediate Supervisor/Manager	Senior Organizational Development Officer
Division/ Section	Human Resources Division/ Organizational Design & Development

B. PURPOSE

This position reports to the Senior Organizational Development Officer and is responsible for implementing various organizational developmental programs and initiatives and efficient handling of necessary activities/tasks associated in effectively delivering these programs and initiatives.

C. ACCOUNTABILITIES

- Development, review, update and implement Human Resource Management policies and procedures on all aspects of HR including but not limited to code of conduct, recruitment, selection, induction, training and development, job promotion, discipline, termination, performance management, Occupational Health and Safety discrimination, gender and HIV and AIDS.
- Assist IRC management and staff with the interpretation and application of all Human Resource Management and operations policies and procedures.
- Implementing and communicate all applicable internal IRC policies and procedures throughout the organization;
- Develop/update Position Description in consultation with the appropriate managers
- Displaying behavior in line with vision, mission and values of the IRC and PNG public sector.
- Provide support and advise to managers/supervisors in implementing performance management and review processes
- Liaise with the training team to organize training and awareness sessions for IRC staff in relation to HR policies and procedures
- Provide support and advise to managers/supervisors in implementing disciplinary procedures and ensure policies and procedures are followed.
- advising others on the proper procedures for carrying out negotiations and on the special regulations relating to employment and salary agreements;
- providing accurate advice on issues arising from employment contracts and legislation;
- preparing staff handbooks to ensure that the workforce is aware of organizational policies;
- Ensure confidentiality is maintained at all times in relation to Human Resource Management information in accordance with Human Resource Management policies and procedures.
- Provide high level of customer services and partnership with stakeholders inside or outside the IRC or contractors or suppliers who require information, assistance, and support;
- Professionally perform any duties as required to maintain consistency and efficiency within the Human Resources Branch and across the IRC;

D. POSITION AND PERSON SPECIFICATIONS

- Minimum Grade 12 with tertiary qualifications, preferably in Human Resource Management, Business Management, or relevant discipline;
- Sound knowledge of organizational development and business re-engineering processes.
- High research and planning skills;
- Sound management skills with effective communication and presentation skills.
- Experienced in the development, delivery and evaluation of organizational development programs and processes, like Job Design and Analysis.