



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Training Officer
Grade/ Classification	IRC 07
Immediate Supervisor/Manager	Manager – Learning & Development
Division/ Section	Human Resources Division/ Learning & Development

B. PURPOSE

This position reports to the Manager – Learning & Development and is responsible for implementing various staff professional developmental programs and initiatives and efficient handling of necessary activities or tasks associated in effectively delivering these programs and initiatives.

C. ACCOUNTABILITIES

- Screen IRC (including donor-funded) Study Assistance applications and/or nominations to ensure necessary requirements have been met;
- Preparing and providing relevant information and data to the Training & Selection Committee (TSC) to ensure well founded decisions are made;
- Identification of relevant training needs of individual staff and the organization as a whole and make appropriate recommendations;
- Collecting training needs from the performance appraisal process;
- Overseeing the timely conduct of staff and organizational training needs and analysis (TNA);
- Ensuring an integrated approach – with regards to identifying training needs – for example, consulting respective department managers.
- Displaying behavior in line with vision, mission and values of the IRC and PNG public sector.
- Support, delivery and ensuring Learning & Development Framework & Plans are functional and operational by embracing the core values of quality, productivity, discipline and professionalism;
- 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;
- Maintain high performance standards, attendance, work ethics and attitude, continuous improvements and diversity with the team, division and across IRC workforce (Objective/What).
- Attend to weekly and monthly coordinated internal and external meetings. Provide weekly reports to Manager – Learning & Development;
- 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, Training or related discipline;
- Training of Trainer (TOT) certified
- Sound knowledge of overall Training matters and awareness of National Training Council guidelines.
- High research and planning skills;
- Sound management skills with effective communication and presentation skills.

- Experienced in the development, delivery and evaluation of staff development and training programs, and in the development of subordinate staff.
- Experience in dealing with donor agencies in regards to training and/or study grants, whether within the country or abroad.
- Knowledge of Staff Development & Training provisions stipulated in the Public Service General Orders.