



ICA
PAPUA NEW GUINEA
PROTECTING BORDERS & PROMOTING PROSPERITY

IMMIGRATION & CITIZENSHIP AUTHORITY

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PAPUA NEW GUINEA IMMIGRATION AND CITIZENSHIP AUTHORITY	POSITION NO: ICA BD 101	GRADE: 11
OFFICE:	DESIGNATION/CLASSIFICATION <i>Senior Staff Development Officer</i>	
DIVISION: <i>Corporate service</i>	HIGHEST SUBORDINATE Staff Development Officer	
BRANCH: <i>Human Resource</i>	REPORTING TO: <i>Manager Training</i>	
SECTION/UNIT: <i>Training Section</i>	LOCATION: <i>Port Moresby HQ</i>	

HISTORY OF POSITION

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

(To be completed by HR)

2. PURPOSE

To identify development needs of ICA staff in inconsistent with the organization's Training & Development objectives, its mission and values. Hence, developing employees to a higher level having similar skills and knowledge across the organization.

3. NATURE AND SCOPE

The Senior staff Development Officer works in a team of 4 staff reporting to the Manager Training. The position requires working closely with the Training officers to identify, organize, facilitate and evaluate long term trainings and development plans consistent with the organization's missions, values and objectives.

4. DIMENSIONS

The senior staff development officer will be the immediate supervisor to the Staff development officer working alongside with the Senior Training Officer. The position requires strategic planning for Training and development of career path Planning for officers.

5. PRINCIPLE ACCOUNTABILITIES

The Senior staff & Development Officer is accountable for;

- Career planning
- Coordination of donor funded scholarships and awards.
- Development of Training plans in consistent with ICA's Corporate plans
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6. MAJOR RESPONSIBILITIES

6.1 Identify long term development needs from Job description, performance appraisals and consultation with respective Managers.

6.2 Assist individual officers in their career planning and providing advice in the advancement of their career.

6.3 Design career planning templates in consultation with the HR policy and Procedure.

6.4 Conduct and facilitate awareness on career planning activities.

6.5 Liaise and coordinate with stake holders such as Department of Personal Management, Finance Department and Institute of Leadership & Governance formally IPA for training awards and scholarships.

6.6 Liaise and Negotiate with the Department of Foreign Affairs and Victoria University of Wellington on Foreign Service Training.

6.7 Assist Manager Training and General Manager Human Resource in providing information on curriculum development to the Pacific Immigration Directors Conference (PIDC)

6.8 Liaise and coordinate with the National Training Council (NTC) for registration of ICA Trainers.

6.9 Maintain proper records and continue to update staff training files.

6.10 Supervise and appraise subordinate

6.11 Liaise and coordinate the graduate Development programs and internship from various universities and tertiary institution.

6.12 Liaise, negotiate and coordinate Capacity Programs with the International Organization for Migration and other stake holders.

7. WORKING RELATIONSHIP

(a) Internal

Liaises and consults with ICA staff, the Trainers and Management.

(b) External

- Work in collaboration with the International Organization for Migration in the development of Training Modules.
- Liaise and organise with Training Providers in and out of country for long term Trainings.
- Consultation with Department of Personal Management and other Government agencies in donor funded Trainings.

7.1 WORK ENVIRONMENT

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

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

The position is consistent with the General orders 5 & 6, Hr Policy and Procedure, ICA Corporate Plan, The Key Result Areas, Training Plan and the Training Needs Assessment.

▪ Decision

All decisions are referred to superior

▪ Recommendations

Recommendations are presented to the Training Manager to be presented to the Senior Management of the Division.

9. CHALLENGES

The position encounters issues relating to;

- -Budget constrains in the organization.
- Absence of Corporate Plan aligning to a Training Plan.
- Extension of projects by stakeholders.

10. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

- Preferably a Bachelor in the following areas Human resource Management, Business Management, Education and Psychology.
- Attained Certificate II, III and IV in Training & Assessment as an Instructor, Trainer, assessor or master Trainer.

(a) Knowledge

- Knowledgeable in the areas of Career path planning

- Planning and Delivery of Trainings

(b) Skills

- Liaising, Negotiating and Planning Trainings & Development activities.
- Strong Organizational and analytical skills with effective communication skills
- Excellent computer skills in Microsoft Excel, Word, and power point.

(c) Work Experience

- 3 – 5 years of Senior Role in Training & Development.
- Experience in conducting training needs assessment, Career path Planning, curriculum development is an advantage.

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