



Christian Health Service (PNG)

1. IDENTIFICATION

AGENCY: Christian Health Service	POSITION NUMBER: CHS-NSEC-028	POSITION REFERENCE NUMBER: HRM028	
DIVISION: Corporate Services	DESIGNATION/CLASSIFICATION: Payroll Officer- New Guinea Island Region		SALARY GRADE: 10
BRANCH: Human Resource	REPORTING TO: Human Resource Manager	POSITION NO: CHS-NSEC-028 8	REF NO: HRM028 8
SECTION: Payroll	POSITION LOCATION: Port Moresby		

2. PURPOSE

To ensure all payroll matters for NGI Region Agencies are recorded, maintained and processed.

3. SCOPE

- To maintain and monitor all payroll related matters for all NGI Region Agencies on a regular basis
- Attend and respond to all payroll queries and maintain the Payroll Nominations for the NGI Region pertaining to payroll and HR issues fortnightly

4. PRINCIPLE ACCOUNTABILITIES

Payroll maintenance and updates for NGI Region Agencies

5. MAJOR DUTIES

- Maintain and update staff establishment per facility per agency for the Region of responsibility
- Manage data input and regional updates according to the payroll cycle
- Filing of necessary payroll forms for endorsements before payroll initiation
- Provide monthly and quarterly reports to the Human Resource Manager for the region of responsibility
- Maintain close communication with respective accountants/admin or payroll officers for respective agencies
- Ensure payslips are emailed to respective agencies in a timely manner
- Monthly payroll update of region of responsibility to HR Manager

- Other duties as delegated by the Director.

6. NATURE

Channel of communication is through the Human Resource Manager

6.1: WORKING RELATIONSHIP

(a) Internal

The incumbent will work closely with the Payroll Accountant relating to all matters pertaining to payroll and the Human Resource Manager

(b) External

- The incumbent will work closely with finance/admin staff from agencies in the specific assigned region and HR Manager.
- The incumbent will also work closely with the Human Resource Manager from the various agencies in the respective region.

6.2: WORK ENVIRONMENT

This position is based at the CHS National Secretariat Office in Port Moresby but the incumbent may be required to travel out to the provinces for certain periods of time. He/she must be able to work in a demanding and busy environment and must be able to deal with clients over the phone or face to face in an orderly manner.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

To ensure that payroll is run effectively for staff of various agencies in the region of responsibility.

8. CHALLENGES

A challenging role that requires a self-starter and qualified person to meet the work demands. Requires high level of concentration and accuracy in data in-put

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualification

- Minimum of a Grade Twelve (12) Certificate
- Diploma in Payroll Management from a recognised institution.
- Must have a Basic Alesco Attainment Certificate

(b) Skills

- Must be computer literate with average typing speed and exceptional knowledge with Spreadsheet
- Good interpersonal and public relations skills

- Good communication skills both written and verbal
- Ability to manage time and prioritise tasks
- Basic accounting and payroll skills

(c) Knowledge

- Sound knowledge of Labour Laws
- PNG General Order and other relevant employment knowledge
- Knowledge of Employment Act
- IRC and Superannuation Acts and Laws
- All different Health Awards of the different Unions and Associations

(d) Work Experience

Must have a minimum of two (2) years work experience in Payroll or Data Management.

(e) Other Attributes

- Must be a Mature and Practising Christian
- Able to work under minimal supervision
- Effective team player and is teachable

10. Variation

This job description will be subjected to review from time to time as or when required, approved and endorsed by the CHS management.