



Independent State of Papua New Guinea

GENERAL ORDER NO. 8

DEPARTMENTAL HEADS AND PROVINCIAL ADMINISTRATORS

Being a General Order, to effect the procedures for appointing Departmental Heads and Provincial Administrators and their roles and responsibilities and terms and conditions of employment in the Public Service, pertinent to Sections 31 for departmental heads and to Sections 61 for provincial administrators, of the Public Services (Management) Act.

Made under the:-

Public Services (Management) Act 2014

I, **John M Kali**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 72 of the *Public Services (Management) Act 2014*, and all other powers me enabling, hereby issue **General Order No 8** which reflects the changes in the Organic Law on Provincial & Local Level Governments up to 30th September 2014 **to come into force on 1st October 2014 and remain in force until further notice.**


JOHN M KALI OBE
Secretary

GENERAL ORDER NO. 8

DEPARTMENTAL HEADS AND PROVINCIAL ADMINISTRATORS

TABLE OF CONTENTS

<u>Subject Matter</u>	<u>General Order Section</u>
General Policy Objectives	8.1 - 8.3
Main Responsibilities of Departmental Heads Under the Act	8.4 - 8.12
Corporate plans and Annual Management Plans	8.13
Annual Management Report	8.14 - 8.15
Annual Training Report	8.16 - 8.17
Recruitment, Selection, Appointment, Suspension and Termination of Employment of Departmental Heads	8.18
Recruitment, Selection, Appointment, Suspension and Termination of Employment of Provincial Administrators	8.19
Performance Reports & Assessment of Departmental Heads and Provincial Administrators	8.20 - 8.21
Terms and Conditions Governing Employment of Departmental Heads and Provincial Administrators	8.22

GENERAL ORDER NO. 8

DEPARTMENTAL HEADS AND PROVINCIAL ADMINISTRATORS

GENERAL POLICY OBJECTIVES

- 8.1 **Public Service Regulations** made pursuant to the *Public Services (Management) Act* govern the minimum person selection criteria, the advertisement, recruitment and selection process, the performance appraisal process, the contract renewal process and the suspension and termination processes. These processes are designed to comply with the requirements of Section 193 of the **Constitution**, and are administered by the Secretary, Department of Personnel Management.
- 8.2 The *Salaries & Remuneration Commission Act (SRC)* made pursuant to Section 216A of the **Constitution** determine the salaries, allowances and other benefits of Departmental Heads and Provincial Administrators, also administered by the Secretary, Department of Personnel Management who is a Member of the SRC.
- 8.3 This General Order applies to all Heads of National Departments and Provincial Administrators, and other officers who are Deemed Departmental Heads, including Chief Executive Officers of Public Hospitals and Provincial Health Authorities who shall be employed on contracts made under the *Public Services (Management) Act*, and shall be read together with the **Regulations**.

MAIN RESPONSIBILITIES OF DEPARTMENTAL HEADS UNDER THE *PUBLIC SERVICES (MANAGEMENT) ACT*

- 8.4 A Departmental Head is responsible for the general working and efficient conduct of his or her Department, and is required to seek advice from the Secretary, Department of Personnel Management on changes considered to be necessary in:
- (a) making the Department work in a more economical efficient or convenient manner;
 - (b) the terms and conditions of officers generally in the Department; and
 - (c) personnel management matters generally which have been devolved to the Departmental Head.
- 8.5 A Departmental Head shall also bring to the attention of the Secretary, Department of Personnel Management, any matter, whether in relation to an officer or to the work of a branch or section of the Department, and to the efficient working of the Department, which he/she considers to be necessary.
- 8.6 The Departmental Head exercises all of the delegated functions governing organization under Sections 33, 34, and 35 of the *Public Service Management Act 2014* and is responsible for ensuring that approved annual staff and cash ceilings are not exceeded, per General Order 2.
- 8.7 The Departmental Head shall exercise delegated functions governing recruitment & selections under Sections 36 and 37 of the *Public Service Management Act 2014*, and be the

Chairman of any Selection Committee established within the Department to decide on promotions, transfers or to make appointments of persons in the Department. This is dealt with in General Order 3.

- 8.8 The Departmental Head shall decide on which Probationary Officers become Permanent Officers, and which officers shall be retired or terminated for any cause. This is dealt with in General Order 4.
- 8.9 The Departmental Head is responsible for taking disciplinary action against any officer or employee within the Department. These procedures are detailed in General Order 15 for public servants and General Order 9 for contract officers.
- 8.10 The Departmental Head can make acting appointments (other than that of the Office of the Departmental Head) in the Department.
- 8.11 The Departmental Head can approve most types of leave and the payment of most allowances as detailed under General Orders 13 and General Order 14, but may not vary the entitlements there under in any way.
- 8.12 The Departmental Head may transfer an officer on an acting basis, from one office to another within the Department, provided that the officer has the required qualifications for that office, and suffers no loss of pay in the process.

CORPORATE PLANS AND ANNUAL MANAGEMENT PLANS

- 8.13 The Departmental Head shall have in place at all times a Corporate Plan providing the future business strategies and planned objectives of his/her Department over a three to five year period. Based upon the Corporate Plan, and the programmed budgeting approach to managing his/her Departmental resources, the Departmental Head shall provide Annual Management Plans to meet requirements of the Budgetary cycle.

ANNUAL MANAGEMENT REPORT

- 8.14 On 31st March each year the Departmental Head shall forward to the Secretary, Department of Personnel Management a report on the work of his/her Department, and the achievements of his/her Department in relation to the Corporate and Management Plans including the staffing report in a standard format as specified by the Secretary, Department of Personnel Management.
- 8.15 In accordance with the *Public Services (Management) Act*, the Departmental Head may be required to produce other reports if requested to do so by either, the Secretary, Department of Personnel Management, or the National Executive Council.

ANNUAL TRAINING REPORT

- 8.16 The Departmental Head shall submit to the Secretary, Department of Personnel Management an Annual Training Report by 31st March each year, providing details of the staff development programs and training conducted within the Department and the manner in which the trained staff is being utilised.

- 8.17 Annual Training Bids for training to be conducted the following year in accordance with the Corporate Plans will be submitted to the Department of Personnel Management by March of each year. Details of the Reports are further detailed in General Orders 5 and General Order 6.

RECRUITMENT, SELECTION, APPOINTMENT, SUSPENSION AND TERMINATION OF EMPLOYMENT OF DEPARTMENTAL HEADS

- 8.18 The procedures relating to recruitment, selection, substantive and acting appointment, suspension and termination of Departmental Heads employment referred to in Section 193 (*appointments to certain offices*) of the *Constitution* and *Section 27 of Public Services (Management) Act 2014* are as prescribed in the *Public Services (Employment of Departmental Heads) Regulations* and the contract of employment.

RECRUITMENT, SELECTION, APPOINTMENT, SUSPENSION AND TERMINATION PROCEDURES OF PROVINCIAL ADMINISTRATORS

- 8.19 The procedures relating to recruitment, selection, appointment, suspension and termination of employment of Provincial Administrators referred to in Section 193 (*appointments to certain offices*) of the *Constitution* and *Section 61 of Public Services (Management) Act 2014* are as prescribed in the *Public Services (Employment of Provincial Administrators) Regulations* and the contract of employment.

PERFORMANCE REPORTS AND ASSESSMENT OF DEPARTMENTAL HEADS AND PROVINCIAL ADMINISTRATORS

Performance Reports on Departmental Heads

- 8.20 The procedures relating to conducting regular annual assessment of a Departmental Head performance referred to under Section 26 of the *Public Services (Management) Act 2014* are as prescribed in the *Public Services (Employment of Departmental Heads) Regulations*.

Performance Reports on Provincial Administrators

- 8.21 The procedures relating to conducting regular annual assessment of a Provincial Administrator (as deemed departmental head) performance referred to under Section 26 of the *Public Services (Management) Act 2014* are as prescribed in the *Public Services (Employment of Provincial Administrators) Regulation*.

TERMS AND CONDITIONS GOVERNING EMPLOYMENT OF DEPARTMENT HEADS AND PROVINCIAL ADMINISTRATORS

- 8.22 The procedures governing employment of Departmental Heads and Provincial Administrators referred to in the *Public Services (Management) Act* are as prescribed in the *Public Services Regulations*, *Contract of Employment*, *Standard Terms and Conditions of Employment*, and the *General Orders*.



Independent State of Papua New Guinea

**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO
APPROVE GENERAL ORDER NO. 8 OF 1ST October 2014**

DEPARTMENTAL HEADS & PROVINCIAL ADMINISTRATORS


To: Secretary

Date:


We, the under-signed, confirm that **General Order No. 8 of 1st October 2014**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of ***Organic Law on Provincial Governments & Local Level Governments***, the ***Public Services (Management) Act***, and the **Regulations** and reflects:


- (a) all policy changes made by the National Executive Council in the period 1st January 2012 to 30th September 2014;
- (b) all changes to the **Constitution**, the ***Organic Law on Provincial Governments & Local Level Governments*** and the ***Public Services (Management) Act 2014***, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the ***Public Services (Management) Act 1995***, which have been brought into operation in the ***Public Services (Management) Act 2014*** on 1st October 2014.

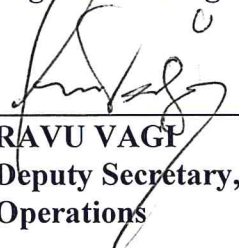
On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.


DESMOND TIMOTHY
Executive Manager,
Senior Executive Services


TAIES SANSAN
Deputy Secretary,
Policy


AGNES FRIDAY
Deputy Secretary,
Reforms


ISIKEL MESULAM
Director
Legal & Investigations


RAVU VAGI
Deputy Secretary,
Operations

