



1. Position Identification:

Position Title: Welfare & OHS Officer	Position No:	Grade: 12
Incumbent:		
Division: Corporate Services	Branch: Human Resource	Section:
Immediate Supervisor: Manager Human Resource	Highest Subordinate/s:	Position No.
Location: Port Moresby (HQ)		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

Provide timely welfare services and coordinate Occupation Health & Safety measures to maximise injury free workplace for all staff of NMSA based on available policies.

3. Dimension:

- Budget:
- Staff:
- Equipment:

4. Nature and Scope:

- **Reporting Relationships**

The Welfare & OHS Officer is one of five (5) positions reporting to the Manager Human Resource.



- **Work Environment**

This position is located within Human Resource branch, Head Office and the incumbent is tasked to resolve staff welfare issues and/or grievances whilst at the same time establish and maintain best practice OHS standards.

- **Constraints, Framework and Boundaries**

The Welfare & OHS Officer's actions or activities are usually guided by set policies and practices (precedence) and Management directives or decisions. The Welfare & OHS Officer operates within the constraints of HR Practices such as internal Staff Instruction Manual, NMSA's OHS Policy, Training Policies and externally, the Employment Act or other related Labour Laws.

- **Challenges**

- The incumbent is tasked to assist in resolving staff welfare matters effectively and efficiently.
- A major challenge for the incumbent is to be well versed with policies and procedures to be able to resolve issues to avoid backlog of outstanding issues and or escalation of conflicts.
- The challenge for the incumbent is to remain neutral to parties at the same time be able to reach a compromise taking into account the interest of all parties.
- Maintain zero tolerance OHS accident/ environment.

- **Working Relationships**

Internal

- Manager Human Resource.
- Other HR branch staff, and rest of NMSA staff.

External

- Department of Labour & Industrial Relations and other professional institutions and HR practitioners of other organizations.

- **Skills, Knowledge, Qualification, Experience**

Skills

- Possess good interpersonal and negotiation skills.
- Excellent oral and written communication skills.
- Excellent Report writing and presentation.
- Very good organizational and planning skills.
- Good public relations and problem solving skills.
- Proficient in the use of Computer Applications.
- Very good investigation skills.

Knowledge

- All facets of human resource management practices, HR Policies & Procedures Manual, industrial relations etc.
- Occupational Health and Safety issues at the workplace, OHS Policy.
- Labour & Industrial laws.

Qualifications

- Diploma/Degree in Occupational Health & Safety Training and Human Resources Management.

Experience

- Minimum of 8 years experience with relevant experience in a similar role.
- Problem solving skills of complex staff issues.
- Minimum of 5 years experience in dealing with occupational health and safety issues at the workplace.

5. Principal Accountabilities and Service Standards

- Provide Services such as Industrial Grievances and Staff Discipline, Staff Salary Administration and Welfare & OHS issues to NMSA staff within set policies and procedures.
- Attend to and resolve staff queries/grievances within established policies and procedures to ensure harmonious working relationships are maintained within all levels of staff and Management relations.
- Provide professional advice to Senior Management and Managers on HR policies and procedures on staff welfare and grievances within NMSA policy guidelines.
- Ensure OHS policies and practices guidelines are developed, maintained and awareness programme is carried out to all staff.
- Maintain custody and continually update accident records and files.
- Conduct weekly safety inspections and reports.
- Research, develop and implement HIV Policy.
- Research, develop and implement Occupational Health and Safety Policy.
- Conduct weekly Job Safety Analysis and Reporting.
- Attend to Workers Compensation Insurance and Reporting.
- Coordinate job site monthly Safety Committee representation and meetings.