

Introduction to the HR Operations Manual

Dear colleagues,

The future leaders of this country are sitting at desks in classrooms across PNG. Our long-term growth and development rests with the generation currently in our schools. They are engaging with their teachers to develop insights into the complex world they will inherit. They are learning and expanding the practical and intellectual skills they need to manage the leadership roles that await them.

It is essential our children and young people have the best education the nation can provide.

The diverse communities of Papua New Guinea entrust teachers to prepare the next generation to accept the responsibilities that lie ahead. For teachers to fulfill this important task, they need to understand their roles, responsibilities and obligations as well as their rights and entitlements as members of the Teaching Service. They must be able to work with their students continuously, with minimal interruption.

This HR Manual has been designed and delivered by the Teaching Services Commission to assist teachers. It provides them with information and guidance about employment as a teacher in PNG. It also provides administrators who manage teachers' queries, salaries and entitlements, with consolidated and consistent information about terms and conditions of employment for teachers in PNG.

A copy of this HR Manual will be in every school, District Education Office, Provincial Division of Education, Division of the National Department of Education and Church Agency. Copies have also been made available to the PNG Teachers Association. With the same information available to all Education stakeholders, the Teaching Service Commissioners believe our teachers can be better served.

With all parties familiar with and accepting their responsibilities, teachers can focus on their core duty of delivering challenging but rewarding curriculum to their students. They can develop individual skills and abilities. They can prepare the next generation of informed PNG citizens with a vision for their country and its place in the world of the twenty-first century.

Help Desk Operations Manual

JL Elias



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