



PAPUA NEW GUINEA
NATIONAL PARLIAMENT

PARLIAMENT HOUSE
POST OFFICE
WAIGANI
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ADVERTISEMENT OF POSITION VACANCIES

ADVERTISEMENT NO: 01/2019

The Parliamentary Service is an Independent bureaucratic machinery of the Legislature which assists the Speaker of Parliament to manage the decision-making processes of the Parliament and established under Section 132 of the Constitution of Papua New Guinea. The Parliamentary Service Structure falls under the Institutional Structure and the core functions consist of:

- a) The Speaker is the head of the Political Institution of the National Parliament, presides over the legislative processes, in particular, manages the procedures on the floor of Parliament and the Parliamentary Service support the Speaker on the legislations of laws and the general administration of the proceedings of the Chamber Service and;
- b) The Clerk is the administrative Head of the Parliamentary Service and is primarily responsible for providing executive support, quality administrative, procedural and advisory service to the Speaker, Parliamentary Committee and Members of Parliament in performing their duties in representing their constituencies and providing oversight to executive decision making of laws to benefit and improve the lives of our people in Papua New Guinea.

The Parliamentary Service since independence has been operating on Public Service Pay Structure until 2014 when the National Parliamentary Service new Pay Structure was put in place. Given this development the organization has undergone an organizational restructure to incorporate the new pay structure and realignment of its function to improve the management and accountability of the organization.

In its endeavor to continue managing its strategic roles and responsibilities effectively, the Parliamentary Service is now seeking suitably qualified, experienced and highly motivated candidates to fill the following wide range of vacant positions as listed below.

The Executive Management roles/positions:

The Executive position roles are responsible for providing strategic leadership to their divisions through clear and effective communication of work priorities, for over sighting and coordinating the divisional activities to ensure timely delivery of required deliverables and ensuring that divisional staff are empowered with relevant skills and resources to meet these commitments.

The Senior Management roles/positions:

The Senior Management roles are to develop detailed work plans for improvement and deployment of its resources so as to attain the most attractive short-term goals that are consistent with its strategic objectives and policies.

Senior Professional and Technical roles/positions:

The Senior Professional and Technical roles are to provide technical support to the Executive and Senior Management Team in the delivery and implementation of the planned activities and programs of National Parliamentary Service.

The positions classified at NP10 - NP14, NPEX1 and NPEX2 are contract positions and will attract allowances that includes: housing, vehicle, contract allowance, national parliament service allowance, special domestic market allowance and 25% performance-based gratuity, annually.

NO.	POS. NO	DESIGNATION	SALARY RANGE
CHAMBER SERVICES			
001	ODC 001	Deputy Clerk – Chamber Services, NPEX2 To provide strategic leadership by ensuring it meets its legislative and parliamentary practice and procedures relating to Standing Orders obligations and responsibilities in an efficient, effective and timely manner.	K119,138.00 – K145, 613.00
002	BPTO 001	First Clerk Assistant, NP14 To provide direction in the development and implementation of programs, activities and contribute to maintain a high-quality parliamentary system through achievements of Bills and Papers and Table Office functions and responsibilities.	K87,866.00 – K107,392.00
003	BPTO 003	Clerk Assistant, NP13 To provide high quality procedural advice, ensure procedural and administrative support for the effective functioning of the Chamber, statistics and information on parliamentary activities are documented and disseminated to appropriate stakeholders.	K75,673.00 – K92,489.00
PARLIAMENTARY LEGAL SERVICES			
004	PLS 001	Parliamentary Legal Counsel, NPEX1 Ensure high level legal and advisory services are provided to the Speaker, the Clerk and the Members of Parliament and represent Parliament Executive Management to support the strategic objectives of the Service.	K102, 373.00 – K125,123.00
PARLIAMENTARY COMMITTEE SECRETARIAT			
005	PCS 001	Executive Director, NPEX1 Provide strategic leadership on the Committee Secretariat Wing to ensure the Service meets its legislative and corporate functions and responsibilities in an efficient, effective and timely manner.	K102,373.00 – K125,123.00

CORPORATE AND SUPPORT SERVICES				
006	CSS 001	Executive Director – Corporate & Support Services, NPEX1 To provide strategic leadership by ensuring that all government processes and procedurals of corporate and support services are adhered to and ensure compliance are maintained for effective and timely execution of all its core functions and responsibilities.		K102,373.00 – K125,125.00

NO.	POS. NO.	DESIGNATION	CLASS.	SALARY RANGE
HUMAN RESOURCE MANAGEMENT				
007	HRM 001	Director – Human Resource Management	NP14	K87,866.00 – K107,392.00
008	HRM 004	Nursing Officer	NP08	K38,464.00 – K47,012.00
009	HRM 005	Post Master	NP08	K38,454.00 – K47,012.00
010	HRM 006	Principal Advisor - Personnel	NP12	K65,454.00 – K80,000.00
011	HRM 007	Employment Relations & GESI Officer	NP10	K49,647.00 – K60,679.00
012	HRM 008	Senior Salary Remuneration Officer	NP10	K49,647.00 – K60,679.00
013	HRM 011	Salary & Remuneration Officer	NP09	K43,574.00 – K53,257.00
014	HRM 014	Tax Reconciliation Officer	NP09	K43,574.00 – K53,257.00
015	HRM 016	Principal Advisor – Org. & Change Mgmt	NP12	K65,454.00 – K80,000.00
016	HRM 017	Organisation & Performance Management Officer	NP10	K49,647.00 – K60,679.00
017	HRM 018	Hiring & Contract Officer	NP10	K49,647.00 – K60,679.00
018	HRM 019	Learning & Training Officer	NP10	K49,647.00 – K60,679.00
FINANCE				
019	FIN 001	Director – Finance	NP14	K87,866.00 – K107,392.00
020	FIN 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
021	FIN 005	Bank Creditor & Reconciliation Officer	NP10	K49,647.00 – K60,679.00
022	FIN 011	Senior Budget Officer	NP12	K65,454.00 – K80,000.00
MEMBERS EMOLUMENT SERVICES				
023	MES 001	Director – Members Emolument Services	NP13	K75,673.00 – K92,489.00
024	MES 003	Senior Emoluments Officer	NP11	K56,875.00 – K69,573.00
PARLIAMENTARY LEGAL SERVICES				
025	PLS 002	Executive Assistant	NP08	K38,464.00 – K47,012.00
026	PLS 003	Assistant Legal Counsel - Litigation	NP14	K87,866.00 – K107,392.00

027	PLS 006	Legal Officer – Advisory & Drafting	NP12	K65,454.00 – K80,000.00
PARLIAMENTARY MEDIA SERVICES				
028	PMS 001	Director – Media	NP13	K75,673.00 – K92,489.00
029	PMS 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
030	PMS 003	Publication Officer	NP12	K65,454.00 – K80,000.00
031	PMS 006	Media Officer	NP09	K43,574.00 – K53,257.00
PARLIAMENTARY LIBRARY SERVICES				
032	LS 003	Deputy Parliamentary Librarian	NP11	K56,875.00 – K69,512.00
033	LS 012	Switch Board Operator	NP07	K34,876.00 – K42,626.00
034	LS 013	Manager – Records Management	NP11	K56,875.00 – K69,513.00
035	LS 014	Records Management Officer	NP09	K43,574.00 – K53,257.00
INFORMATION TECHNOLOGY				
036	IT 001	Director – Information Technology	NP13	K75,673.00 – K92,489.00
037	IT 004	Network Systems Administrator	NP09	K43,574.00 – K53,257.00
038	IT 006	Senior IT Technician	NP09	K43,574.00 – K53,257.00
039	IT 007	IT Technician	NP08	K38,454.00 – K47,012.00
040	IT 008	IT Technician	NP08	K38,464.00 – K47,012.00
041	IT 009	Senior IT Technician	NP09	K43,574.00 – K53,257.00
042	IT 010	IT Technician	NP08	K38,464.00 – K47,012.00
043	IT 011	IT Technician	NP08	K38,464.00 – K47,012.00
PARLIAMENTARY CATERING SERVICES				
044	CAT 001	Director – Catering Services	NP13	K75,673.00 – K92,489.00
045	CAT 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
046	CAT 003	Assistant Director – Administration	NP11	K56,875.00 – K69,513.00
047	CAT 004	Accounts Officer	NP08	K38,464.00 – K47,012.00
048	CAT 005	Food Stock Controller	NP08	K38,464.00 – K47,012.00
049	CAT 006	Beverages Stock Controller	NP08	K38,464.00 – K47,012.00
050	CAT 007	Cashier	NP04	K24,171.00 – K29,543.00
051	CAT 008	Cashier	NP04	K24,171.00 – K29,543.00
052	CAT 009	Cashier	NP04	K24,171.00 – K29,543.00
053	CAT 010	Physical Training Officer - Gymnasium	NP08	K38,464.00 – K47,012.00
054	CAT 011	Food Security/Safety Officer	NP10	K49,647.00 – K60,679.00
LAUNDRY SECTION				

055	CAT 012	Supervisor - Laundry	NP04	K24,171.00 – K29,543.00
056	CAT 013	Seamstress	NP03	K21,706.00 – K26,530.00
057	CAT 014	Laundry Attendant	NP02	K19,632.00 – K23,994.00
058	CAT 015	Laundry Attendant	NP02	K19,632.00 – K23,994.00
059	CAT 016	Laundry Attendant	NP02	K19,632.00 – K23,994.00
CLEANING SECTION				
060	CAT 017	Supervisor - Cleaning	NP01	K17,895.00 – K21,871.00
061	CAT 018	Cleaner	NPU2	K16,214.00 – K19,817.00
062	CAT 019	Cleaner	NPU2	K16,214.00 – K19,817.00
FOOD & BEVERAGES SECTION				
063	CAT 020	Assist. Director, Operation – Food & Beverages	NP11	K56,875.00 – K69,513.00
064	CAT 021	Coordinator - Conference	NP08	K38, 464.00 – K47,012.00
065	CAT 022	OIC – Food & Beverages	NP08	K38, 464.00 – K47,012.00
066	CAT 023	Attendant - Banquet	NP04	K24,171.00 – K29,543.00
067	CAT 024	Attendant - Banquet	NP04	K24,171.00 – K29,543.00
068	CAT 025	Head Waiter	NP04	K24,171.00 – K29,543.00
069	CAT 026	Waiter	NP03	K21,706.00 – K26,530.00
070	CAT 027	Waiter	NP03	K21,706.00 – K26,530.00
071	CAT 028	Waiter	NP03	K21,706.00 – K26,530.00
072	CAT 029	Waiter	NP03	K21,706.00 – K26,530.00
073	CAT 030	Waiter	NP03	K21,706.00 – K26,530.00
074	CAT 031	Supervisor - Bar	NP04	K24,171.00 – K29,543.00
075	CAT 032	Attendant – Bar	NP03	K21,706.00 – K26,530.00
076	CAT 033	Attendant - Bar	NP03	K21,706.00 – K26,530.00
077	CAT 034	Attendant - Bar	NP03	K21,706.00 – K26,530.00
078	CAT 035	Attendant - Bar	NP03	K21,706.00 – K26,530.00
KITCHEN SERVICES				
079	CAT 036	Executive Chef – Kitchen Services	NP11	K56,875.00 – K69,513.00
080	CAT 037	Administrative Officer	NP08	K38, 464.00 – K47,012.00
081	CAT 038	Head Chef	NP09	K43,574.00 – K53,257.00
082	CAT 039	Sous Chef	NP08	K38, 464.00 – K47,012.00
083	CAT 040	Sous Chef	NP08	K38, 464.00 – K47,012.00
084	CAT 041	Chef De Parties	NP06	K30,673.00 – K37,489.00

085	CAT 042	Chef De Parties	NP06	K30,673.00 – K37,489.00
086	CAT 043	Chef Butcher	NP05	K27,141.00 – K33,173.00
087	CAT 044	Demi Chef – Dinning	NP06	K30,673.00 – K37,489.00
088	CAT 045	Demi Chef - Banquets	NP06	K30,673.00 – K37,489.00
089	CAT 046	Demi Chef - Banquets	NP06	K30,673.00 – K37,489.00
090	CAT 047	Cook	NP03	K21,706.00 – K26,530.00
091	CAT 048	Cook	NP03	K21,706.00 – K26,530.00
092	CAT 049	Cook	NP03	K21,706.00 – K26,530.00
093	CAT 050	Pastry & Baker	NP05	K27,141.00 – K33,173.00
094	CAT 051	Steward	NP04	K24,171.00 – K29,543.00
095	CAT 052	Steward	NP04	K24,171.00 – K29,543.00
096	CAT 053	Steward	NP04	K24,171.00 – K29,543.00
CORPORATE PLANNING & MANAGEMENT				
097	CPM 001	Director – Corporate Planning & Management	NP13	K75,673.00 – K92,489.00
098	CPM 002	Planning Officer	NP11	K56,875.00 – K69,513.00
BILLS & PAPERS & TABLE OFFICE				
099	BPTO 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
100	BPTO 004	Principal Clerk – Bills & Papers	NP12	K65,454.00 – K80,000.00
101	BPTO 005	Senior Parliamentary Officer	NP11	K56,875.00 – K69,513.00
102	BPTO 006	Parliamentary Officer	NP09	K43,574.00 – K53,257.00
103	BPTO 007	Parliamentary Officer	NP09	K43,574.00 – K53,257.00
104	BPTO 008	Graduate Trainee	NP06	K30,673.00 – K37,489.00
105	BPTO 009	Graduate Trainee	NP06	K30,673.00 – K37,489.00
106	BPTO 010	Principal Clerk – Table Office	NP12	K65,454.00 – K80,000.00
107	BPTO 011	Senior Parliamentary Officer	NP11	K56,875.00 – K69,513.00
108	BPTO 012	Parliamentary Officer	NP09	K43,574.00 – K53,257.00
109	BPTO 013	Parliamentary Officer	NP09	K43,574.00 – K53,257.00
110	BPTO 014	Senior Archives Officer	NP11	K56,875.00 – K69,513.00
111	BPTO 015	Archives Officer	NP09	K43,574.00 – K53,257.00
112	BPTO 016	Graduate Trainee	NP06	K30,673.00 – K37,489.00
113	BPTO 017	Graduate Trainee	NP06	K30,673.00 – K37,489.00
BUILDING & MAINTENANCE & TECHNICAL SERVICE				
114	BMS 001	Director – B&M & Technical Services	NP13	K75,673.00 – K92,489.00

115	BMS 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
WORKS AND MAINTENANCE				
116	BMS 003	Assistant Director – Building & Maintenance	NP11	K56,875.00 – K69,513.00
117	BMS 004	Works Supervisor	NP09	K43,574.00 – K53,257.00
118	BMS 005	Senior Carpenter & Joinery	NP07	K34,876.00 – K42,626.00
119	BMS 006	Carpenter & Joinery	NP06	K30,673.00 – K37,489.00
120	BMS 007	Carpenter & Joinery	NP06	K30,673.00 – K37,489.00
121	BMS 008	Carpenter & Joinery	NP06	K30,673.00 – K37,489.00
122	BMS 009	Senior Welder	NP07	K34,876.00 – K42,626.00
123	BMS 010	Welder	NP06	K30,673.00 – K37,489.00
124	BMS 011	Artisan	NP06	K30,673.00 – K37,489.00
125	BMS 012	Senior Plumber	NP07	K34,876.00 – K42,626.00
126	BMS 013	Plumber	NP06	K30,673.00 – K37,489.00
127	BMS 014	Senior Painter & Decorator	NP07	K34,876.00 – K42,626.00
128	BMS 015	Painter & Decorator	NP06	K30,673.00 – K37,489.00
129	BMS 016	Painter & Decorator	NP06	K30,673.00 – K37,489.00
GARDEN & CLEANING SECTION				
130	BMS 017	Senior Gardener	NP01	K17,895.00 – K21,871.00
131	BMS 018	Gardener	NPU2	K16,214.00 – K19,817.00
132	BMS 019	Gardener	NPU2	K16,214.00 – K19,817.00
133	BMS 020	Supervisor – Cleaning Team 1	NP01	K17,895.00 – K21,871.00
134	BMS 021	Cleaner	NPU2	K16,214.00 – K19,817.00
135	BMS 022	Cleaner	NPU2	K16,214.00 – K19,817.00
136	BMS 023	Cleaner	NPU2	K16,214.00 – K19,817.00
137	BMS 024	Cleaner	NPU2	K16,214.00 – K19,817.00
138	BMS 025	Cleaner	NPU2	K16,214.00 – K19,817.00
139	BMS 026	Cleaner	NPU2	K16,214.00 – K19,817.00
140	BMS 027	Cleaner	NPU2	K16,214.00 – K19,817.00
141	BMS 028	Cleaner	NPU2	K16,214.00 – K19,817.00
142	BMS 029	Cleaner	NPU2	K16,214.00 – K19,817.00
143	BMS 030	Supervisor – Cleaning Team 2	NP01	K17,895.00 – K21,871.00
144	BMS 031	Cleaner	NPU2	K16,214.00 – K19,817.00
145	BMS 032	Cleaner	NPU2	K16,214.00 – K19,817.00

146	BMS 033	Cleaner	NPU2	K16,214.00 – K19,817.00
147	BMS 034	Cleaner	NPU2	K16,214.00 – K19,817.00
148	BMS 035	Cleaner	NPU2	K16,214.00 – K19,817.00
149	BMS 036	Cleaner	NPU2	K16,214.00 – K19,817.00
150	BMS 037	Cleaner	NPU2	K16,214.00 – K19,817.00
151	BMS 038	Cleaner	NPU2	K16,214.00 – K19,817.00
152	BMS 039	Cleaner	NPU2	K16,214.00 – K19,817.00
153	BMS 040	Supervisor – Cleaning Team 3	NP01	K17,895.00 – K21,871.00
154	BMS 041	Cleaner	NPU2	K16,214.00 – K19,817.00
155	BMS 042	Cleaner	NPU2	K16,214.00 – K19,817.00
156	BMS 043	Cleaner	NPU2	K16,214.00 – K19,817.00
157	BMS 044	Cleaner	NPU2	K16,214.00 – K19,817.00
158	BMS 045	Cleaner	NPU2	K16,214.00 – K19,817.00
159	BMS 046	Cleaner	NPU2	K16,214.00 – K19,817.00
160	BMS 047	Cleaner	NPU2	K16,214.00 – K19,817.00
161	BMS 048	Cleaner	NPU2	K16,214.00 – K19,817.00
162	BMS 049	Cleaner	NPU2	K16,214.00 – K19,817.00
163	BMS 050	Assistant Director – Technical Service	NP011	K56,875.00 – K69,513.00
TRANSPORT SERVICES				
164	BMS 051	Supervisor – Transport Services	NP09	K43,574.00 – K53,257.00
165	BMS 052	Chauffeur (Speaker's Office)	NP06	K30,673.00 – K37,489.00
166	BMS 053	Driver	NP03	K21,706.00 – K26,530.00
167	BMS 054	Driver	NP03	K21,706.00 – K26,530.00
168	BMS 055	Driver	NP03	K21,706.00 – K26,530.00
169	BMS 056	Driver	NP03	K21,706.00 – K26,530.00
170	BMS 057	Driver	NP03	K21,706.00 – K26,530.00
171	BMS 058	Senior Mechanic	NP07	K34,876.00 – K42,626.00
172	BMS 059	Mechanic	NP06	K30,673.00 – K37,489.00
REFRIGERATION SERVICES				
173	BMS 060	Supervisor - Refrigeration	NP08	K38, 464.00 – K47,012.00
174	BMS 061	Refrigeration Mechanic	NP06	K30,673.00 – K37,489.00
175	BMS 062	Refrigeration Mechanic	NP06	K30,673.00 – K37,489.00
ELECTRICAL SERVICES				

176	BMS 063	Supervisor – Electrical Services	NP08	K38,464.00 – K47,012.00
177	BMS 064	Electrician	NP06	K30,673.00 – K37,489.00
178	BMS 065	Electrician	NP06	K30,673.00 – K37,489.00
TECHNICAL SERVICES				
179	BMS 066	Chief Technician – Technical Services	NP09	K43,574.00 – K53,257.00
180	BMS 067	Senior Technician	NP07	K34,876.00 – K42,626.00
181	BMS 068	Technical Officer	NP06	K30,673.00 – K37,489.00
182	BMS 069	Technical Officer	NP06	K30,673.00 – K37,489.00
183	BMS 070	Technical Officer	NP06	K30,673.00 – K37,489.00
184	BMS 071	Technical Officer	NP06	K30,673.00 – K37,489.00
PARLIAMENTARY SECURITY SERVICES				
185	PSS 001	Chief Security Officer	NP13	K75,673.00 – K92,489.00
186	PSS 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
187	PSS 003	Deputy Chief Security Officer	NP10	K49,647.00 – K60,679.00
188	PSS 004	ID Access Card Controller	NP05	K27,141.00 – K33,173.00
189	PSS 005	Training Officer - Security	NP08	K38,464.00 – K47,012.00
190	PSS 006	Compliance & Safety Officer	NP08	K38,464.00 – K47,012.00
191	PSS 007	Investigator	NP09	K43,574.00 – K53,257.00
192	PSS 008	Security Officer (Speaker's Office)	NP05	K27,141.00 – K33,173.00
193	PSS 009	Security Officer (Speaker's Office)	NP04	K24,171.00 – K29,543.00
194	PSS 010	Security Officer (Deputy Speaker's Office)	NP04	K24,171.00 – K29,543.00
SECURITY OPERATION				
195	PSS 011	Deputy Chief Security Officer	NP10	K49,647.00 – K60,679.00
SECURITY SHIFT 1				
196	PSS 012	Shift Supervisor	NP05	K27,141.00 – K33,173.00
197	PSS 013	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00
198	PSS 014	Security Officer	NP03	K21,706.00 – K26,530.00
199	PSS 015	Security Officer	NP03	K21,706.00 – K26,530.00
200	PSS 016	Security Officer	NP03	K21,706.00 – K26,530.00
201	PSS 017	Security Officer	NP03	K21,706.00 – K26,530.00
202	PSS 018	Security Officer	NP03	K21,706.00 – K26,530.00
203	PSS 019	Security Officer	NP03	K21,706.00 – K26,530.00
204	PSS 020	Security Officer	NP03	K21,706.00 – K26,530.00

SECURITY SHIFT 2				
205	PSS 021	Shift Supervisor	NP05	K27,141.00 – K33,173.00
206	PSS 022	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00
207	PSS 023	Security Officer	NP03	K21,706.00 – K26,530.00
208	PSS 024	Security Officer	NP03	K21,706.00 – K26,530.00
209	PSS 025	Security Officer	NP03	K21,706.00 – K26,530.00
210	PSS 026	Security Officer	NP03	K21,706.00 – K26,530.00
211	PSS 027	Security Officer	NP03	K21,706.00 – K26,530.00
212	PSS 028	Security Officer	NP03	K21,706.00 – K26,530.00
213	PSS 029	Security Officer	NP03	K21,706.00 – K26,530.00
SECURITY SHIFT 3				
214	PSS 030	Shift Supervisor	NP05	K27,141.00 – K33,173.00
215	PSS 031	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00
216	PSS 032	Security Officer	NP03	K21,706.00 – K26,530.00
217	PSS 033	Security Officer	NP03	K21,706.00 – K26,530.00
218	PSS 034	Security Officer	NP03	K21,706.00 – K26,530.00
219	PSS 035	Security Officer	NP03	K21,706.00 – K26,530.00
220	PSS 036	Security Officer	NP03	K21,706.00 – K26,530.00
221	PSS 037	Security Officer	NP03	K21,706.00 – K26,530.00
222	PSS 038	Security Officer	NP03	K21,706.00 – K26,530.00
SECURITY SHIFT 4				
223	PSS 039	Shift Supervisor	NP05	K27,141.00 – K33,173.00
224	PSS 040	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00
225	PSS 041	Security Officer	NP03	K21,706.00 – K26,530.00
226	PSS 042	Security Officer	NP03	K21,706.00 – K26,530.00
227	PSS 043	Security Officer	NP03	K21,706.00 – K26,530.00
228	PSS 044	Security Officer	NP03	K21,706.00 – K26,530.00
229	PSS 045	Security Officer	NP03	K21,706.00 – K26,530.00
230	PSS 046	Security Officer	NP03	K21,706.00 – K26,530.00
231	PSS 047	Security Officer	NP03	K21,706.00 – K26,530.00
SECURITY SHIFT 5				
232	PSS 048	Shift Supervisor	NP05	K27,141.00 – K33,173.00
233	PSS 049	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00

234	PSS 050	Security Officer	NP03	K21,706.00 – K26,530.00
235	PSS 051	Security Officer	NP03	K21,706.00 – K26,530.00
236	PSS 052	Security Officer	NP03	K21,706.00 – K26,530.00
237	PSS 053	Security Officer	NP03	K21,706.00 – K26,530.00
238	PSS 054	Security Officer	NP03	K21,706.00 – K26,530.00
239	PSS 055	Security Officer	NP03	K21,706.00 – K26,530.00
240	PSS 056	Security Officer	NP03	K21,706.00 – K26,530.00
SECURITY SHIFT 6				
241	PSS 057	Shift Supervisor	NP05	K27,141.00 – K33,173.00
242	PSS 058	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00
243	PSS 059	Security Officer	NP03	K21,706.00 – K26,530.00
244	PSS 060	Security Officer	NP03	K21,706.00 – K26,530.00
245	PSS 061	Security Officer	NP03	K21,706.00 – K26,530.00
246	PSS 062	Security Officer	NP03	K21,706.00 – K26,530.00
247	PSS 063	Security Officer	NP03	K21,706.00 – K26,530.00
248	PSS 064	Security Officer	NP03	K21,706.00 – K26,530.00
249	PSS 065	Security Officer	NP03	K21,706.00 – K26,530.00
SECURITY SHIFT 7				
250	PSS 066	Shift Supervisor	NP05	K27,141.00 – K33,173.00
251	PSS 067	Assistant Shift Supervisor	NP04	K24,171.00 – K29,543.00
252	PSS 068	Security Officer	NP03	K21,706.00 – K26,530.00
253	PSS 069	Security Officer	NP03	K21,706.00 – K26,530.00
254	PSS 070	Security Officer	NP03	K21,706.00 – K26,530.00
255	PSS 071	Security Officer	NP03	K21,706.00 – K26,530.00
256	PSS 072	Security Officer	NP03	K21,706.00 – K26,530.00
257	PSS 073	Security Officer	NP03	K21,706.00 – K26,530.00
258	PSS 074	Security Officer	NP03	K21,706.00 – K26,530.00
PARLIAMENTARY COMMITTEE SECRETARIAT				
259	PCS 002	Executive Assistant	NP08	K38,464.00 – K47,012.00
PUBLIC ACCOUNTS COMMITTEE				
260	PCS 003	Director – Public Accounts Committee	NP14	K87,866.00 – K107,392.00
261	PCS 004	Administrative Assistant	NP07	K34,876.00 – K42,626.00
262	PCS 005	Executive Officer (PAC Committee)	NP12	K65,454.00 – K80,000.00

263	PCS 008	Research Officer (Statutory Bodies)	NP10	K49,647.00 – K60,679.00
264	PCS 009	Hansard & Transcriber	NP10	K49,647.00 – K60,679.00
PARLIAMENTARY PERMANENT COMMITTEE				
265	PCS 010	Director - PPC	NP14	K87,866.00 – K107,392.00
266	PCS 011	Administrative Assistant	NP07	K34,876.00 – K42,626.00
267	PCS 012	Comm. Sec - Appointments	NP12	K65,454.00 – K80,000.00
268	PCS 013	Committee Sec.-Public Works, FA & Defence	NP12	K65,454.00 – K80,000.00
269	PCS 014	Comm. Secretary – Plans & Estimates	NP12	K65,454.00 – K80,000.00
270	PCS 15	Assistant Committee Secretary	NP10	K49,647.00 – K60,679.00
PARLIAMENTARY STANDING COMMITTEE				
271	PCS 016	Director - PSC	NP14	K87,866.00 – K107,392.00
272	PCS 017	Administrative Assistant	NP07	K34,876.00 – K42,626.00
273	PCS 018	Comm. Sec. – Culture & Tourism, Boug. Affairs	NP12	K65,454.00 – K80,000.00
274	PCS 019	Comm. Sec. – Economics Affairs	NP12	K65,454.00 – K80,000.00
275	PCS 020	Comm. Sec. – Law & Order	NP12	K65,454.00 – K80,000.00
276	PCS 021	Assistant Committee Secretary	NP10	K49,647.00 – K60,679.00
SUPPLY & TENDERS BOARD – OFFICE OF THE CLERK				
277	OCS 010	Project Officer	NP11	K56,875.00 – K69,513.00
SALARY REMUNERATION COMMISSION				
278	SRC 001	Executive Officer - SRC	NP13	K75,673.00 – K92,489.00
279	SRC 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
280	SRC 003	Senior SRC Officer	NP11	K56,875.00 – K69,513.00
281	SRC 004	Salary Remuneration Commission Officer	NP09	K43,574.00 – K53,257.00
INTER-PARLIAMENTARY RELATIONS				
282	IPR 001	Director – Inter-Parliamentary Relations	NP13	K75,673.00 – K92,489.00
283	IPR 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
284	IPR 003	Inter-Parliamentary Relations Officers – C/Wealth & Reg	NP11	K56,875.00 – K69,513.00
285	IPR 004	Inter-Parliamentary Relations Officers – M/Lateral & Bilateral	NP11	K56,875.00 – K69,513.00
POLICY PLANNING & RESEARCH				
286	PPR 001	Director – Policy Planning & Research	NP14	K87,866.00 – K107,392.00
287	PPR 003	Policy Officer	NP10	K49,647.00 – K60,679.00

EDUCATION & CIVICS SERVICES				
288	ECS 001	Director – Education & Civics Services	NP13	K75,673.00 – K92,489.00
289	ECS 002	Administrative Assistant	NP07	K34,876.00 – K42,626.00
290	ECS 003	Senior Coordinator – Parliamentary Service	NP11	K56,875.00 – K69,513.00
291	ECS 004	Coordinator – Education Services	NP09	K43,574.00 – K53,257.00
292	ECS 005	Coordinator – Youths, Women & Religion	NP09	K43,574.00 – K53,257.00

The following must be noted when applying for the above vacancies:

- (a) All applications must be submitted in triplicates and must refer to the advertisement number, position number, designation and classification;
- (b) Applications must include updated curriculum vitae, three (3) current referees or written references and **“STRICTLY”** certified evidence of all education and training achievements that are claimed in the application and must be ready to furnish originals upon request by the organization;
- (c) All applications must be submitted in triplicate (3 copies per application) and Posted to the address or hand delivered to the Security Desk on the First Floor of Parliament Haus by **4:06pm on Friday, 12th of April, 2019**. No emailed applications will be accepted;
- (d) Job descriptions can be obtained from the Parliamentary Service website: www.parliament.gov.pg or through request from Human Resource Management Branch on Phone Number 327 7445/327 7499 and or collect from the Security Desk;
- (e) All incomplete and late applications lodged will be invalidated for consideration.
- (f) All applications must be marked **“CONFIDENTIAL”** and addressed to:-

The Director
Human Resource Management Branch
PO Box Parliament Haus
WAIGANI
National Capital District.

NATIONAL PARLIAMENT ALLOWANCES AND OTHER BENEFITS

Below is a summary of the respective allowances and other benefits payable to the following pay grades captured at the base level. Contract Gratuity will be calculated at 25% annually inclusive of base salary and other allowances at the completion of twelve (12) months of service on a position.

Position	Contract Category	Grade	Service All'ce	SDMA	Contract Allowances (Annual)		
					Housing	Vehicle	Contract
Deputy Clerk	"NPCEX"	NPEX2	K15,885.00	K50,000.00	K45,000.00	K45,000.00	K15,000.00
Executive Directors		NPEX1	K13,650.00	K50,000.00	K45,000.00	K45,000.00	K15,000.00
Directors	"NPC1"	NP14	K11,715.00	K40,000.00	K25,000.00	K25,000.00	K10,000.00
Managers and Senior Professional & Technical positions	"NPC2"	NP13	K10,090.00	K30,000.00	K15,000.00	K15,000.00	K7,500.00
		NP12	K8,727.00	K25,000.00	K15,000.00	K15,000.00	K7,500.00
Professional & Technical positions	"NPC3"	NP11	K7,583.00	K20,000.00	K10,000.00	K10,000.00	K5,000.00
	"NPC4"	NP10	K6,695.00	K15,000.00	K10,000.00	K10,000.00	K5,000.00
Line positions	-	NP09	K6,695.00	K7,250.00	-	-	-
	-	NP08	K6,695.00	-	-	-	-
	Non-contract positions	NP07	K6,695.00	-	-	-	-
		NP06	K6,695.00	-	-	-	-
		NP05	K6,695.00	-	-	-	-
		NP04	K6,695.00	-	-	-	-
		NP03	K6,695.00	-	-	-	-
		NP02	K6,695.00	-	-	-	-
		NP01	K6,695.00	-	-	-	-
		NPU2	K6,695.00	-	-	-	-

[This is a further notice to all interested applicants that the closing date for submission of applications has been extended from the 8th of April to 4:06pm, Friday, 12th of April 2019.](#)

Authorized by:

VELA KONIVARO
Clerk of National Parliament

15th March 2019