



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 comes 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 making the 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 | PL 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 | <p>Executive Director – Corporate & Support Services, NPEX1</p> <p>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.</p> | 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 |

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

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

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|-----------------------------------------------------------|----------|--------------------------------------------|------|-------------------------|
| 084 | CAT 042 | Chef De Parties | NP06 | K30,673.00 – K37,489.00 |
| 085 | CAT 043 | Chef Butcher | NP05 | K27,141.00 – K33,173.00 |
| 086 | CAT 044 | Demi Chef – Dinning | NP06 | K30,673.00 – K37,489.00 |
| 087 | CAT 045 | Demi Chef - Banquets | NP06 | K30,673.00 – K37,489.00 |
| 088 | CAT 046 | Demi Chef - Banquets | NP06 | K30,673.00 – K37,489.00 |
| 089 | CAT 047 | Cook | NP03 | K21,706.00 – K26,530.00 |
| 090 | CAT 048 | Cook | NP03 | K21,706.00 – K26,530.00 |
| 091 | CAT 049 | Cook | NP03 | K21,706.00 – K26,530.00 |
| 092 | CAT 050 | Pastry & Baker | NP05 | K27,141.00 – K33,173.00 |
| 093 | CAT 051 | Steward | NP04 | K24,171.00 – K29,543.00 |
| 094 | CAT 052 | Steward | NP04 | K24,171.00 – K29,543.00 |
| 095 | CAT 053 | Steward | NP04 | K24,171.00 – K29,543.00 |
| CORPORATE PLANNING & MANAGEMENT | | | | |
| 096 | CPM 001 | Director – Corporate Planning & Management | NP13 | K75,673.00 – K92,489.00 |
| 097 | CPM 002 | Planning Officer | NP11 | K56,875.00 – K69,513.00 |
| BILLS & PAPERS & TABLE OFFICE | | | | |
| 098 | BPTO 002 | Administrative Assistant | NP07 | K34,876.00 – K42,626.00 |
| 099 | BPTO 004 | Principal Clerk – Bills & Papers | NP12 | K65,454.00 – K80,000.00 |
| 100 | BPTO 005 | Senior Parliamentary Officer | NP11 | K56,875.00 – K69,513.00 |
| 101 | BPTO 006 | Parliamentary Officer | NP09 | K43,574.00 – K53,257.00 |
| 102 | BPTO 007 | Parliamentary Officer | NP09 | K43,574.00 – K53,257.00 |
| 103 | BPTO 008 | Graduate Trainee | NP06 | K30,673.00 – K37,489.00 |
| 104 | BPTO 009 | Graduate Trainee | NP06 | K30,673.00 – K37,489.00 |
| 105 | BPTO 010 | Principal Clerk – Table Office | NP12 | K65,454.00 – K80,000.00 |
| 106 | BPTO 011 | Senior Parliamentary Officer | NP11 | K56,875.00 – K69,513.00 |
| 107 | BPTO 012 | Parliamentary Officer | NP09 | K43,574.00 – K53,257.00 |
| 108 | BPTO 013 | Parliamentary Officer | NP09 | K43,574.00 – K53,257.00 |
| 109 | BPTO 014 | Senior Archives Officer | NP11 | K56,875.00 – K69,513.00 |
| 110 | BPTO 015 | Archives Officer | NP09 | K43,574.00 – K53,257.00 |
| 111 | BPTO 016 | Graduate Trainee | NP06 | K30,673.00 – K37,489.00 |
| 112 | BPTO 017 | Graduate Trainee | NP06 | K30,673.00 – K37,489.00 |
| BUILDING & MAINTENANCE & TECHNICAL SERVICE | | | | |
| 113 | BMS 001 | Director – B&M & Technical Services | NP13 | K75,673.00 – K92,489.00 |

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| 114 | BMS 002 | Administrative Assistant | NP07 | K34,876.00 – K42,626.00 |
| WORKS AND MAINTENANCE | | | | |
| 115 | BMS 003 | Assistant Director – Building & Maintenance | NP11 | K56,875.00 – K69,513.00 |
| 116 | BMS 004 | Works Supervisor | NP09 | K43,574.00 – K53,257.00 |
| 117 | BMS 005 | Senior Carpenter & Joinery | NP07 | K34,876.00 – K42,626.00 |
| 118 | BMS 006 | Carpenter & Joinery | NP06 | K30,673.00 – K37,489.00 |
| 119 | BMS 007 | Carpenter & Joinery | NP06 | K30,673.00 – K37,489.00 |
| 120 | BMS 008 | Carpenter & Joinery | NP06 | K30,673.00 – K37,489.00 |
| 121 | BMS 009 | Senior Welder | NP07 | K34,876.00 – K42,626.00 |
| 122 | BMS 010 | Welder | NP06 | K30,673.00 – K37,489.00 |
| 123 | BMS 011 | Artisan | NP06 | K30,673.00 – K37,489.00 |
| 124 | BMS 012 | Senior Plumber | NP07 | K34,876.00 – K42,626.00 |
| 125 | BMS 013 | Plumber | NP06 | K30,673.00 – K37,489.00 |
| 126 | BMS 014 | Senior Painter & Decorator | NP07 | K34,876.00 – K42,626.00 |
| 127 | BMS 015 | Painter & Decorator | NP06 | K30,673.00 – K37,489.00 |
| 128 | BMS 016 | Painter & Decorator | NP06 | K30,673.00 – K37,489.00 |
| GARDEN & CLEANING SECTION | | | | |
| 129 | BMS 017 | Senior Gardener | NP01 | K17,895.00 – K21,871.00 |
| 130 | BMS 018 | Gardener | NPU2 | K16,214.00 – K19,817.00 |
| 131 | BMS 019 | Gardener | NPU2 | K16,214.00 – K19,817.00 |
| 132 | BMS 020 | Supervisor – Cleaning Team 1 | NP01 | K17,895.00 – K21,871.00 |
| 133 | BMS 021 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 134 | BMS 022 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 135 | BMS 023 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 136 | BMS 024 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 137 | BMS 025 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 138 | BMS 026 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 139 | BMS 027 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 140 | BMS 028 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 141 | BMS 029 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 142 | BMS 030 | Supervisor – Cleaning Team 2 | NP01 | K17,895.00 – K21,871.00 |
| 143 | BMS 031 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 144 | BMS 032 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |

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| 145 | BMS 033 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 146 | BMS 034 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 147 | BMS 035 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 148 | BMS 036 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 149 | BMS 037 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 150 | BMS 038 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 151 | BMS 039 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 152 | BMS 040 | Supervisor – Cleaning Team 3 | NP01 | K17,895.00 – K21,871.00 |
| 153 | BMS 041 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 154 | BMS 042 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 155 | BMS 043 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 156 | BMS 044 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 157 | BMS 045 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 158 | BMS 046 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 159 | BMS 047 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 160 | BMS 048 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 161 | BMS 049 | Cleaner | NPU2 | K16,214.00 – K19,817.00 |
| 162 | BMS 050 | Assistant Director – Technical Service | NP011 | K56,875.00 – K69,513.00 |
| TRANSPORT SERVICES | | | | |
| 163 | BMS 051 | Supervisor – Transport Services | NP09 | K43,574.00 – K53,257.00 |
| 164 | BMS 052 | Chauffeur (Speaker’s Office) | NP06 | K30,673.00 – K37,489.00 |
| 165 | BMS 053 | Driver | NP03 | K21,706.00 – K26,530.00 |
| 166 | BMS 054 | Driver | NP03 | K21,706.00 – K26,530.00 |
| 167 | BMS 055 | Driver | NP03 | K21,706.00 – K26,530.00 |
| 168 | BMS 056 | Driver | NP03 | K21,706.00 – K26,530.00 |
| 169 | BMS 057 | Driver | NP03 | K21,706.00 – K26,530.00 |
| 170 | BMS 058 | Senior Mechanic | NP07 | K34,876.00 – K42,626.00 |
| 171 | BMS 059 | Mechanic | NP06 | K30,673.00 – K37,489.00 |
| REFRIGERATION SERVICES | | | | |
| 172 | BMS 060 | Supervisor - Refrigeration | NP08 | K38, 464.00 – K47,012.00 |
| 173 | BMS 061 | Refrigeration Mechanic | NP06 | K30,673.00 – K37,489.00 |
| 174 | BMS 062 | Refrigeration Mechanic | NP06 | K30,673.00 – K37,489.00 |
| ELECTRICAL SERVICES | | | | |

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|----------------------------------------|---------|--------------------------------------------|------|-------------------------|
| 175 | BMS 063 | Supervisor – Electrical Services | NP08 | K38,464.00 – K47,012.00 |
| 176 | BMS 064 | Electrician | NP06 | K30,673.00 – K37,489.00 |
| 177 | BMS 065 | Electrician | NP06 | K30,673.00 – K37,489.00 |
| TECHNICAL SERVICES | | | | |
| 178 | BMS 066 | Chief Technician – Technical Services | NP09 | K43,574.00 – K53,257.00 |
| 179 | BMS 067 | Senior Technician | NP07 | K34,876.00 – K42,626.00 |
| 180 | BMS 068 | Technical Officer | NP06 | K30,673.00 – K37,489.00 |
| 181 | BMS 069 | Technical Officer | NP06 | K30,673.00 – K37,489.00 |
| 182 | BMS 070 | Technical Officer | NP06 | K30,673.00 – K37,489.00 |
| 183 | BMS 071 | Technical Officer | NP06 | K30,673.00 – K37,489.00 |
| PARLIAMENTARY SECURITY SERVICES | | | | |
| 184 | PSS 001 | Chief Security Officer | NP13 | K75,673.00 – K92,489.00 |
| 185 | PSS 002 | Administrative Assistant | NP07 | K34,876.00 – K42,626.00 |
| 186 | PSS 003 | Deputy Chief Security Officer | NP10 | K49,647.00 – K60,679.00 |
| 187 | PSS 004 | ID Access Card Controller | NP05 | K27,141.00 – K33,173.00 |
| 188 | PSS 005 | Training Officer - Security | NP08 | K38,464.00 – K47,012.00 |
| 189 | PSS 006 | Compliance & Safety Officer | NP08 | K38,464.00 – K47,012.00 |
| 190 | PSS 007 | Investigator | NP09 | K43,574.00 – K53,257.00 |
| 191 | PSS 008 | Security Officer (Speaker's Office) | NP05 | K27,141.00 – K33,173.00 |
| 192 | PSS 009 | Security Officer (Speaker's Office) | NP04 | K24,171.00 – K29,543.00 |
| 193 | PSS 010 | Security Officer (Deputy Speaker's Office) | NP04 | K24,171.00 – K29,543.00 |
| SECURITY OPERATION | | | | |
| 194 | PSS 011 | Deputy Chief Security Officer | NP10 | K49,647.00 – K60,679.00 |
| SECURITY SHIFT 1 | | | | |
| 195 | PSS 012 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 196 | PSS 013 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |
| 197 | PSS 014 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 198 | PSS 015 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 199 | PSS 016 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 200 | PSS 017 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 201 | PSS 018 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 202 | PSS 019 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 203 | PSS 020 | Security Officer | NP03 | K21,706.00 – K26,530.00 |

| SECURITY SHIFT 2 | | | | |
|-------------------------|---------|----------------------------|------|-------------------------|
| 204 | PSS 021 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 205 | PSS 022 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |
| 206 | PSS 023 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 207 | PSS 024 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 208 | PSS 025 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 209 | PSS 026 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 210 | PSS 027 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 211 | PSS 028 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 212 | PSS 029 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| SECURITY SHIFT 3 | | | | |
| 213 | PSS 030 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 214 | PSS 031 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |
| 215 | PSS 032 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 216 | PSS 033 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 217 | PSS 034 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 218 | PSS 035 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 219 | PSS 036 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 220 | PSS 037 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 221 | PSS 038 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| SECURITY SHIFT 4 | | | | |
| 222 | PSS 039 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 223 | PSS 040 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |
| 224 | PSS 041 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 225 | PSS 042 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 226 | PSS 043 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 227 | PSS 044 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 228 | PSS 045 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 229 | PSS 046 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 230 | PSS 047 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| SECURITY SHIFT 5 | | | | |
| 231 | PSS 048 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 232 | PSS 049 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |

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|--------------------------------------------|---------|--------------------------------------|------|--------------------------|
| 233 | PSS 050 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 234 | PSS 051 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 235 | PSS 052 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 236 | PSS 053 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 237 | PSS 054 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 238 | PSS 055 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 239 | PSS 056 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| SECURITY SHIFT 6 | | | | |
| 240 | PSS 057 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 241 | PSS 058 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |
| 242 | PSS 059 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 243 | PSS 060 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 244 | PSS 061 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 245 | PSS 062 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 246 | PSS 063 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 247 | PSS 064 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 248 | PSS 065 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| SECURITY SHIFT 7 | | | | |
| 249 | PSS 066 | Shift Supervisor | NP05 | K27,141.00 – K33,173.00 |
| 250 | PSS 067 | Assistant Shift Supervisor | NP04 | K24,171.00 – K29,543.00 |
| 251 | PSS 068 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 252 | PSS 069 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 253 | PSS 070 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 254 | PSS 071 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 255 | PSS 072 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 256 | PSS 073 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| 257 | PSS 074 | Security Officer | NP03 | K21,706.00 – K26,530.00 |
| PARLIAMENTARY COMMITTEE SECRETARIAT | | | | |
| 258 | PCS 002 | Executive Assistant | NP08 | K38,464.00 – K47,012.00 |
| PUBLIC ACCOUNTS COMMITTEE | | | | |
| 259 | PCS 003 | Director – Public Accounts Committee | NP14 | K87,866.00 – K107,392.00 |
| 260 | PCS 004 | Administrative Assistant | NP07 | K34,876.00 – K42,626.00 |
| 261 | PCS 005 | Executive Officer (PAC Committee) | NP12 | K65,454.00 – K80,000.00 |

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|---------------------------------------------------------|---------|-----------------------------------------------|------|--------------------------|
| 262 | PCS 008 | Research Officer (Statutory Bodies) | NP10 | K49,647.00 – K60,679.00 |
| 263 | PCS 009 | Hansard & Transcriber | NP10 | K49,647.00 – K60,679.00 |
| PARLIAMENTARY PERMANENT COMMITTEE | | | | |
| 264 | PCS 010 | Director - PPC | NP14 | K87,866.00 – K107,392.00 |
| 265 | PCS 011 | Administrative Assistant | NP07 | K34,876.00 – K42,626.00 |
| 266 | PCS 012 | Comm. Sec - Appointments | NP12 | K65,454.00 – K80,000.00 |
| 267 | PCS 013 | Committee Sec.-Public Works, FA & Defence | NP12 | K65,454.00 – K80,000.00 |
| 268 | PCS 014 | Comm. Secretary – Plans & Estimates | NP12 | K65,454.00 – K80,000.00 |
| 269 | PCS 15 | Assistant Committee Secretary | NP10 | K49,647.00 – K60,679.00 |
| PARLIAMENTARY STANDING COMMITTEE | | | | |
| 270 | PCS 016 | Director - PSC | NP14 | K87,866.00 – K107,392.00 |
| 271 | PCS 017 | Administrative Assistant | NP07 | K34,876.00 – K42,626.00 |
| 272 | PCS 018 | Comm. Sec. – Culture & Tourism, Boug. Affairs | NP12 | K65,454.00 – K80,000.00 |
| 273 | PCS 019 | Comm. Sec. – Economics Affairs | NP12 | K65,454.00 – K80,000.00 |
| 274 | PCS 020 | Comm. Sec. – Law & Order | NP12 | K65,454.00 – K80,000.00 |
| 275 | 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 |

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, 5th of April, 2019**. No emailed applications will be excepted.
- (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 | - | - | - | - | |

Authorized by:

VELA KONIVARO
 Clerk of National Parliament

15th March 2019

NOTE:

The above is the current listing of the vacancies. Please note that the full listing of the job descriptions will be made available by 29 March 2019.