



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT: National Parliament	POSITION NUMBER: PCS 020
DIVISION: Parliamentary Committees	DESIGNATION/CLASSIFICATION: Committee Secretary – Law & Order
BRANCH: Standing Committees	LOCAL DESIGNATION: Committee Secretary – Law & Order
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Standing Committees
	INCUMBENT

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG:1 - 14	25/08/17	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reno /Reclass / JD Revised

Hom
28/03/19

2. PURPOSE:

Provide leadership and direction in planning and coordinating the activities of committees with specific functions relating to law and order and can also assist with the work of other parliamentary committees, as required from time to time.

3. DIMENSION:

Budget:

Staff: Assistant Committee Secretary

Others:

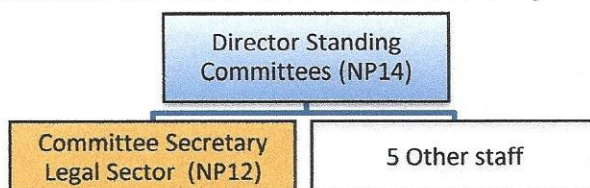
4. PRINCIPLE ACCOUNTABILITIES:

- Develop work plans for committees.
- Plan and prepare travel arrangements for committees.
- Establish contacts with relevant stakeholders.
 - Conduct research and background information on matters before committees.
 - Provision of timely and comprehensive committee reports.
 - Organise and conduct committee inquiries through public briefings and public hearings.
 - Assist in facilitating committee training programs, workshops and overseas attachment programs.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports directly to the Director Standing Committees. The individual performs the role of a committee secretary.



5.2 Internal:

- Provide regular briefs to the Director, Chairmen of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of law & order sector committees.
- Liaise with Assistant Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

5.3 External:

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees and the development of work plans and implementation of activities to support the role of committees in Parliament.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

5.6 Challenges

- The delivery of high-quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Tertiary qualification with a degree in Social Sciences, Public Policy, Business Studies or Administration is desirable.

6.2 Experience

- 3 to 5 years of management experience in a complex and diverse organization.

6.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

6.4 Skills

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high-quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem-solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE


I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date


28/03/19