



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CPM 001
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Director Corporate Planning & Management (NP13)
BRANCH: Corporate Planning & Management	LOCAL DESIGNATION: Director Corporate Planning & Management
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Director Corporate & Support Service
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Created

2. PURPOSE:

This position is responsible for the organization's strategic planning, alignment of all key corporate functions to the organizational strategy, and for internal and external reporting of corporate performance.

3. DIMENSION:

Budget: NA
Staff: 2 staff
Others: NA

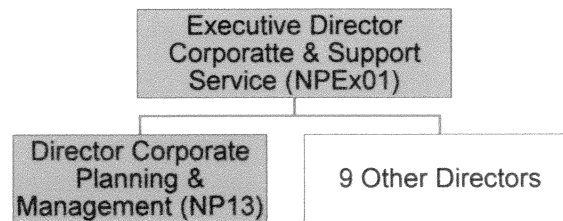
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Manage the integration of the organizational Mission, Vision, Values, and strategic objectives into the structure, functions, processes, and initiatives of Parliamentary Service.
- Work closely with the Parliamentary Legal Service to ensure corporate risks and opportunities are adequately addressed in corporate strategic direction.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Facilitate the development and implementation of policies, procedures and processes to improve service delivery.
- Coordinates and facilitates the annual strategic planning processes, engaging the Clerk's Executive, and the Directors
- Provide leadership in the involvement of Performance and Planning in cascading the organizational strategy to divisional business plans
- Coordinates and facilitates the business planning process for all divisions by providing business plan templates and guidance on required contents and process to gather and summarize business plan information.
- Ensures strategic direction and strategic initiatives are incorporated into divisional business plans.
- Liaises with Finance and Administration in modelling business plans information within the Service Plan budget to enable informed decision-making for budget allocation.
- Provide Leadership in relation to the implementation of the integrated strategic planning and performance management system of the Parliamentary Service

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 10 positions that reports to the Executive Director Corporate & Support Service



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5.2 Internal:

- Provide regular advice to the Executive Director Corporate and Support Service on set on matters relating to Corporate Planning and Management
- Liaise directly with Executive Directors and Directors on areas requiring co-ordination within the division to implement the Parliamentary Service's Corporate Plan.
- Liaise with Assistant Parliamentary Legal Counsel - Advisory Service on matters of interest and importance relating to Corporate Planning and Management

5.3 External:

- NA

5.4 Work Environment

This position functions in a challenging environment of transition to a strategy-focused organization where work processes, relationships and expectations require alignment with Parliamentary Service's Corporate Plan and its accountability and reporting requirements.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- Management of staff and the operation of the division

Recommendations:

- Make recommendations to the administration on Corporate Planning, policy and operational matters

5.6 Challenges

- Provide appropriate advice to the Speaker, the Clerk of Parliament, Directors and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to Corporate Planning and Management.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Degree in a Social Science related field or any degree qualification as accepted by the Clerk of Parliament

6.2 Experience

- 10-15 years of experience in Corporate Policy, Research and Planning management in government or private organization

6.3 Knowledge

- Conversant with Corporate and Planning management and relevant Acts (Parliamentary Service Act, the Constitution and the Standing Orders, Public Finance (Management) Act, the Public Service (Management) Act and the General Orders

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6.4 Skills

- Excellent communication skills and ability to explain complex technical information.
- Excellent organizational skills, including the ability to manage a diverse workload
- Ability to manage effectively under pressure for meeting strict deadlines. Self-motivated and results driven.
- Knowledge of the structure and processes of government agencies
- Excellent analytical and problem-solving skills.
- Excellent ability to respond to, and lead, change.
- Strong ability to persuade all levels of management and external stakeholders.
- Strong facilitation and presentation skills.
- Ability to interpret legislation and policy.
- Ability to handle sensitive information with discretion and confidentiality.
- 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



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CPM 002
DIVISION: Corporate and Support Service	DESIGNATION/CLASSIFICATION: Planning Officer (NP11)
BRANCH: Corporate Planning & Management	LOCAL DESIGNATION: Planning Officer
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Corporate Planning and Management
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

2. PURPOSE:

This position is responsible for the preparation of the Parliamentary Service Corporate and work plans, and other planning policy documents in liaison with the Director Corporate Planning Management and give advice on planning policy matters to the Clerk and the Management Team

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

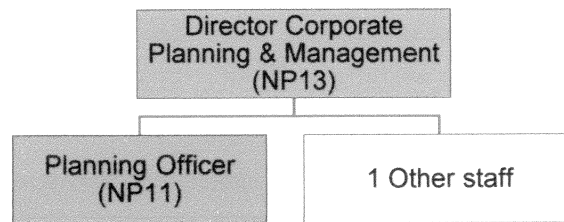
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Assist in the production of documents making up the Parliamentary Service Corporate and Work plans
- Assist in and carry out research into a variety of topics as part of the work on the preparation of the annual work plan and other policy documents
- Prepare draft sections of the work plans and supplementary planning documents and papers and reports on the planning policy issues.
- Provide professional advice (in written form, by email, over the phone and in person) and training on planning policy and development matters to the Parliamentary Staff and other professionals
- Assist in other aspects of the team's work including input into the Parliamentary Service's planning arrangements
- Assist in monitoring planning policies
- Assist facilitate the development and implementation of policies, procedures and processes to improve service delivery.
- Assist coordinate and facilitate the annual strategic planning processes, engaging the Clerk's Executive, and the Directors
- Assist divisions by providing business plan templates and guidance on required contents and process to gather and summarize business plan information.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 10 positions that reports to the Executive Director Corporate & Support Service



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5.2 Internal:

- Provide regular advice to the Director Corporate Planning and Management on set on matters relating to Corporate Planning
- Liaise directly with the Director on areas requiring Planning within the divisions to implement the Parliamentary Service's Corporate Plan.
- Liaise with Director Policy, Planning and Research on matters of interest and importance relating to Planning and Policy development

5.3 External:

- NA

5.4 Work Environment

This position functions in a challenging environment of transition to a strategy-focused organization where work processes, relationships and expectations require alignment with Parliamentary Service's Corporate and work plans and the accountability and reporting requirements.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts.

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

- Provide appropriate advice to the Speaker, the Clerk of Parliament, Directors and the Staff.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to Corporate Planning.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Degree in a Social Science related field or any degree qualification as accepted by the Clerk of Parliament

6.2 Experience

- 5-10 years of experience in Policy development, Research and Planning in government or private organization

6.3 Knowledge

- Conversant with Corporate and Planning management and relevant Acts (Parliamentary Service Act, the Constitution and the Standing Orders, Public Finance (Management) Act, the Public Service (Management) Act and the General Orders

6.4 Skills

- Excellent communication skills and ability to explain complex technical information.
- Excellent organizational skills, including the ability to manage a diverse workload
- Ability to manage effectively under pressure for meeting strict deadlines. Self-motivated and results driven.
- Knowledge of the structure and processes of government agencies
- Excellent analytical and problem-solving skills.
- Excellent ability to respond to, and lead, change.
- Strong facilitation and presentation skills.
- Ability to handle sensitive information with discretion and confidentiality.
- Exceptional negotiation and representational skills.
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