



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>IDENTIFICATION</b>	<b>POSITION NUMBER:</b> ECS 005
<b>DEPARTMENT:</b> Parliamentary Service	<b>DESIGNATION/CLASSIFICATION:</b> Coordinator Youth, Women & Religion NP.10
<b>DIVISION:</b> Education & Civics	<b>LOCAL DESIGNATION:</b> Coordinator Youth, Women & Religion
<b>BRANCH:</b> Corporate & Support Services	<b>REPORTING TO:</b> Director, Education and Civics
<b>LOCATION:</b> Parliament House, Waigani, NCD	<b>INCUMBENT:</b>

**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

*John*  
28/03/19

**2. PURPOSE:**

Responsible for the coordination of programs for Youth, Women and Religion in disseminating Parliament's information to the citizens.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

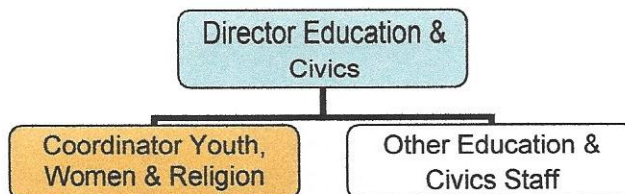
**4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)**

- Responsible for the coordination of Youth, Women and Religion programs as part of Parliaments social responsibility reaching out to educate the community on the roles and functions of the Parliament and its Members.
- Work towards helping citizens to know and develop positive and support attitudes towards the legislative democratic processes.
- Develop awareness programs for school, women groups and religion
- Encouraging and demonstrating team work through modelling good practices.
- Develop curriculum materials for the Division.
- Disseminate information using different modes to the populace

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Education & Civics. The incumbent works with the staff within and outside the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown in this graphical form hereunder.



**5.2 Internal:**

- Chamber Divisions, and Support Services
- Office of the Members and Ministers
- Sergeant-At-Arms
- Liaise with other staff to help promote Parliament.

**5.3 External:**

- Library Services and other Government Organizations
- Private agencies and NGOs
- Other Parliaments for Parliamentary Capacity Building Programs
- Youth and Women groups
- Churches

**5.4 Work Environment**

This position fulfils Parliament’s social responsibility in reaching out to educate the community on the roles and functions of the Parliament

**Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Conversant with relevant Acts such as Parliamentary Services Act, Parliamentary Standing Orders and procedures and practices, and Government policies

**Decisions:**

- NA

**Recommendations:**

- NA

*Ben*  
*28/03/19*

**5.5 Challenges**

- Implementation of Programs effectively in a more coordinated manner.

**6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

**6.1 Qualification**

- Tertiary qualification of a Diploma/ Degree in Education (teaching) and completion of a master’s degree in the same field is highly desirable.

**6.2 Experience**

The incumbent must have at least 3 - 5 years of work experience in a similar capacity.

**6.3 Knowledge**

Must have a thorough knowledge of:

- General understanding of the Parliamentary Service, Chamber Service procedures and processes, Standing Orders and Government/Opposition directions in respect to the Parliament.
- Understand PNG politics, current affairs and wide general knowledge
- Extensive knowledge of the Constitution
- Extensive knowledge of principles of Westminster system of Parliamentary democracy and Parliamentary practices and procedures.
- Extensive knowledge of the Parliamentary Service Act,

**6.4 Skills**

- Ability to develop program to engage youth, women and religion
- Comprehensive skills to utilise community awareness
- Ability to write curriculum and presentation for different audience
- 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 contained therein to be true in every particular.

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Signature  
Employer (or its delegate)

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Signature  
Employee

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Date

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Date