



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	<b>POSITION NUMBER:</b> <b>HRM 007</b>
<b>DEPARTMENT:</b> <b>Parliamentary Service</b>	<b>DESIGNATION/CLASSIFICATION:</b> <b>Employment Relations &amp; GESI Officer, NP10</b>
<b>DIVISION:</b> <b>Corporate and Support Service</b>	<b>LOCAL DESIGNATION:</b> <b>Employment Relations &amp; GESI Officer</b>
<b>BRANCH:</b> <b>Human Resource</b>	<b>REPORTING TO:</b> <b>Principal Advisor - Personnel</b>
<b>LOCATION:</b> <b>Parliament House, Waigani, NCD</b>	<b>INCUMBENT:</b>

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Provide honesty, transparency and accountability in overseeing all matters relating to Employment Relations and GESI.

**3. DIMENSION:**

**Budget:** Not applicable

**Staff:** Nil

**Others:** Not applicable

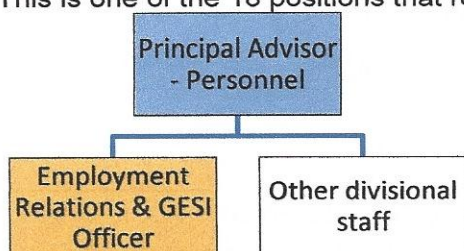
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Ensure sound coordination and interpretation of the Employment Relations and GESI Policy and alignment of the policy in the Public Service to Parliamentary Service legislations, policies, systems and procedures.
- Effective research, review and evaluation of appropriate Employment Relations and GESI related policies to infuse best practice.
- Sound advice and recommendation of appropriate policies on Employment Relations & GESI to internal Parliamentary Service Staff.
- Develop internal Employment Relations and GESI Policy in alignment with Public Service policies and procedures.
- Effective GESI implementation to all stakeholders and effective maintenance of complaints database.
- Effective and timely reporting on section activities on a monthly basis.
- Prepare regular briefs to the Principal Advisor (Personnel) and Director, HRM on Employment Relations & GESI matters.
- Perform any other duties that is required by the management.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 18 positions that report directly to the Director Human Resource



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**5.2 Internal:**

- Provide regular advice to the Human Resource Manager for all Employment Relations & GESI matters.

**5.3 External:**

- NA

**5.4 Work Environment:**

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

**Decisions:**

- NA

**Recommendations:**

- NA

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**5.6 Challenges**

- Providing timely advise to the Parliamentary Service staff and effective implementation of relevant policies and guidelines.

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

**6.1 Qualification**

- Diploma or a Degree in Social Sciences related field, Human Resource Management, Public Administration and or equivalent with experience in the Human Resource Management in government and private organizations

**6.2 Experience**

- 3-5 years of experience of Employment Relations & GESI position or related work experience.

**6.3 Knowledge**

- Conversant in work related to delivery of employment relations and GESI issues in an organization
- Sound knowledge of employment relations and GESI policies and procedures in the Public Service
- Parliamentary Services Act 1997, Public Service General Orders, Public Service (Management) Act, 2014, Public Finance (Management) Act and Nambawan Super Act as amended and NAS Fund

**6.4 Skills**

- Excellent verbal and written communication skills
- Excellent inter-personal skills and ability to write routine reports and correspondence.
- Excellent reasoning skills
- 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

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 Signature  
 Employer (or its delegate)  
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 Signature  
 Employee  
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