



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT:

National Parliament

BRANCH:

Chamber Service

DIVISION:

First Clerk Assistant (Bills & Papers / Table Office)

LOCATION:

Parliament House, Waigani, NCD

POSITION NUMBER:

BPTO 001

DESIGNATION/CLASSIFICATION:

First Clerk Assistant, NP14

LOCAL DESIGNATION:

First Clerk Assistant

REPORTING TO:

Deputy Clerk – Chamber 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	Abolished / Created

[Handwritten signature]
28/03/19

2. PURPOSE:

To provide strategic leadership and direction in the development and implementation of programs, activities and contribute to maintain a high quality parliamentary system through achievements of functions and responsibilities

3. DIMENSION:

Budget: Contribute for budget preparation and discussion

Staff: 17 staff

Others: Ensure the Office function effectively

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Ensure effective operations of Parliament meetings by providing sound advice on practice and procedures
- Conduct training to Provincial Assembly Clerks, demonstrating proper procedures of meetings and managing resources, promoting and encouraging team work through modelling good practice
- Develop and monitor the implementation of annual strategic and operational plan and report on achievements of performance targets
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Service system
- Hold regular meetings to develop and implement strategies to address problems affecting efficient implementation of divisional activities and communicating relevant information from the management team
- Ensure relevant policies and procedures covering divisional responsibilities are developed to assist the division in achieving its functional responsibilities
- Responsible for budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of funds
- Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area
- Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position is one of the four positions that report directly to the Deputy Clerk, Chamber Service. The other positions are the Hansard, Serjeant-at-Arms and Inter-Parliamentary Relations.

**Deputy Clerk - Executive
Director, Chamber Service**

**First Clerk
Assistant**

**Editor of
Debates
(Hansard)**

**Serjeant-at-
Arms**

**Director, Inter-
Parliamentary
Relations**

*J. May
28/03/15*

5.2 Internal

- Provide regular advice to the Deputy Clerk, Chamber Service, Clerk and the Speaker on matters related to the Chamber
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division
- Liaise directly with the Deputy Clerk and Clerk on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation
- Member of the Chamber Services team

5.3 External:

- Liaise with First Legislative Counsel, Liaison Officer of the Prime Minister's Department, Provincial Assembly Clerks, and other Government organizations on matters related to Government policies and regulations

5.4 Work Environment

This position is a senior management position and is responsible for ensuring matters relating to the procedures to the conduct of Parliament Meetings are in order.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of services must be constant with, Parliamentary Service Act, Parliament Standing Orders and other relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the Public Finance (Management) Act

Decisions:

- Approve expenditure items consistent with Public Finance (Management) Act
- Exercise delegation in relation to employment related matters in accordance with Public Service General Orders
- Develop and implement programs and activities
- Determine the use of operational funds for programs and activities
- Carry out staff development activities and programs
- Development of operational policies and procedures

Recommendations:

- Adjust to make changes to the Government, Chamber Service and Parliamentary 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 service is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve goals and

objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015)

- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Tertiary qualification in Public Policy Management or related areas. Completion of a master's degree qualification is highly desirable

6.2 Experience

- 10 - 15 years' senior management experience in a complex and diverse organization

6.3 Knowledge

- Excellent understanding of the Chamber Service machinery
- Extensive knowledge of the Parliamentary Service Act, PSOG, PFMA and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015, Chamber Service procedures and processes, Standing Orders and Government directions in respect to the Parliament
- 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 contained therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date

[Handwritten Signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: BPTO 002
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION Administrative Assistant, NP07
BRANCH: Chamber Services	LOCAL DESIGNATION: Executive Assistant to First Clerk Assistant
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: First Clerk Assistant
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

Baru
28/03/19

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:
Providing efficient front desk service, clerical, other office procedures and administrative duties under strict directions

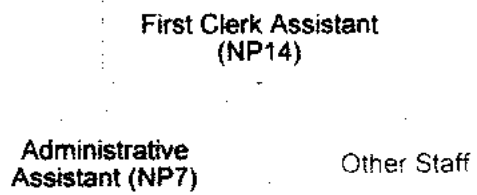
3. DIMENSION:
Budget: Not applicable
Staff: Not applicable
Others: Not applicable

- 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**
- Responsible for dealing with all correspondence and telephone calls
 - Responsible for screening of incoming telephone calls, visitors and other requests
 - Maintain an organized diary system for all official appointments
 - Responsible for preparing and organizing meetings and taking dictation and minutes
 - Assist in organizing events and conferences
 - Responsible for typing, compiling and preparing reports, presentations and correspondence
 - Implementing and maintaining procedures and administrative systems
 - Liaising with staff, suppliers and clients, collating and filing expenses
 - Any other duties as required

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the First Clerk Assistant



5.2 Internal:

- Work with the Institutional Officers to ensure smooth operation of the office of the First Clerk Assistant and other Directors in the absence of their executive assistances
- Report to the First Clerk Assistant on the tasks accomplished and progresses made-to-date of tasks relating to the duties of the Executive Assistant.

5.3 External:

- Liaise with outside service providers such as hotels, rental car agents for duty travels of the First Clerk Assistant.
- Liaise constantly with others on issues relating to effecting quality service delivery and gather and collate information for action

5.4 Work Environment:

This is a secretarial position and the incumbent is required to facilitate proper office or administrative procedures at the front desk and must possess high quality of professionalism and conduct

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies
- Understand Parliamentary Service Act, Standing Orders and the Constitution

Decisions:

- Not applicable

Recommendations:

- Not applicable

[Handwritten signature]
28/03/19

5.6 Challenges

- Delivery of high standard front desk service
- Meet deadlines expected from immediate supervisor

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in Secretarial Studies or other relevant job experience in office management is highly desirable

6.2 Experience

- 3 to 5 years secretarial experience in other organizations

6.3 Knowledge

- Excellent understanding of office procedures and secretarial duties
- Extensive knowledge of the roles and responsibilities of the Deputy Clerk

6.4 Skills

- Verbal and written communication skills
- 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

Signature
Employer (or its delegate)

Signature
Employee

Date

Date



PARLIAMENTARY SERVICE
JOB DESCRIPTION

1. IDENTIFICATION:

POSITION NUMBER:

BPT 003

DEPARTMENT:

National Parliament

DESIGNATION/CLASSIFICATION:

Clerk Assistant, NP13

BRANCH:

Chamber Service

LOCAL DESIGNATION:

Clerk Assistant

DIVISION:

First Clerk Assistant (Bills & Papers / Table Office)

REPORTING TO:

First Clerk Assistant

LOCATION:

Parliament House, Waigani, NCD

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

Handwritten signature and date: 28/03/19

2. PURPOSE:

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 available

3. DIMENSION:

Budget: Not applicable

Staff: 14 staff

Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Ensure procedural and administrative support for the effective functioning of the Chamber are available before Parliament sittings
- Ensure statistics and information on parliamentary activities are documented
- Ensure main parliamentary documents are correct before seeking approval for printing
- Provide training material on parliamentary practice and procedures
- Advise Speaker, Leader of Government Business, Opposition Leader, Ministers and other Members of Parliament as a Clerk-at-the-Table

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Clerk Assistant reports to the First Clerk Assistant and when requested either to Deputy Clerk – Chamber Service or Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

First Clerk Assistant

Clerk Assistant

All staff (Bills & Papers
and Table Office)

28/03/19

5.2 Internal

- Liaise with the Clerk, Deputy Clerk, First Clerk Assistant, Hansard Editor of Debates, Serjeant-at-Arms and Parliamentary Legal Counsel on matters relating to the activities of Parliament
- Provide advice to Members of Parliament and Parliamentary Officers on parliamentary practice and procedures, parliamentary documents and general information on parliamentary matters
- Work with all Parliamentary Officers to achieve its aims and objectives
- Ensure the Senior Archives Officer stores and manages all parliamentary documents and information
- Assist the First Clerk Assistant and Liaison Officer – PNG Clerks' Association on matters relating to provincial assemblies

5.3 External

- Constantly communicate with the Liaison Officer from the Department of Prime Minister and National Executive Council relating to government business and the Secretary of Private Business Committee relating to private business
- Communicate with the First Legislative Council on all aspects of legislations such as legislations yet to be brought to Parliament, before Parliament, passed by Parliament and certification
- Communicate with Provincial Assembly Clerks on training and advice in the absence of the First Clerk Assistant

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives that are necessary and crucial to the Legislature.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Assist in the development and review of Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Prepare and implement funding bid for the official programs, activities and personnel matters
- Provide different approaches to official program implementation

5.6 Challenges

- Design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Ensure corporate governance and management opportunities are spread equally
- Ensure that a succession and career opportunity is developed to ensure skilled staff are prepared to meet organizational and individual needs.

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 - 10 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

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

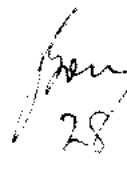
I make this solemn declaration by virtue of the *Oaths, Affirmation and Statutory Declaration Act 1962*, conscientious believing the statement contain therein to be true in every particular

Signature
Employer (or its delegate)

Signature
Employee

Date

Date


28/03/09



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: BPTO 004
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Principal Clerk – Bills and Papers, NP12
BRANCH: Chamber Service	LOCAL DESIGNATION: Principal Clerk – Bills and Papers
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Clerk Assistant
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>[Signature]</i> 28/03/19

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:

To maintain a repository and distribution of all documents laid on the Table and responsible for the production of the Minutes of Proceedings, Question Paper and correspondence relating to the ratification of treaties and resolutions of Parliament.

3. DIMENSION:

Budget: Not applicable
Staff: 5 staff
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Maintain a repository of all documents laid on the Table.
- Produce training material on parliamentary practice and procedures
- Ensure the Minutes of Proceedings and Question Paper are correct before seeking approval for printing
- Ensure correspondence are prepared for Clerk relating to the ratification of treaties and resolutions of Parliament
- Ensure timely distribution of all documents in the Chamber
- Ensure statistics and information on parliamentary activities are documented
- Relieve the Clerks-at-the-Table when requested

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Principal Clerk – Bills and Papers reports to the Clerk Assistant and when requested to the First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

Clerk Assistant

Principal Clerk - Bills and Papers

All staff (Bills & Papers and Table Office)

Mower
28/03/19

5.2 Internal

- Liaise with the Clerk, Deputy Clerk, First Clerk Assistant, Hansard Editor of Debates, Serjeant-at-Arms and Parliamentary Legal Counsel on matters relating to the activities of Parliament
- Provide advice to Members of Parliament and Parliamentary Officers on parliamentary practice and procedures, parliamentary documents and general information on parliamentary matters
- Work with all Parliamentary Officers to achieve its aims and objectives
- Ensure the Senior Archives Officer stores and manages all parliamentary documents and information

5.3 External

- Liaise with Members of Parliament, Leader of Government Business, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information on parliamentary activities

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 - 10 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

[Handwritten signature]
28/03/15



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT
National Parliament

BRANCH:
Chamber Service

DIVISION:
First Clerk Assistant (Bills & Papers / Table Office)

LOCATION:
Parliament House, Waigani, NCD

POSITION NUMBER:
BPTO 005

DESIGNATION/CLASSIFICATION:
Senior Parliamentary Officer – Bills and Papers, NP11

LOCAL DESIGNATION:
Senior Parliamentary Officer – Bills and Papers

REPORTING TO:
Principal Clerk – Bills and Papers

INCUMBENT:

Handwritten signature and date: 28/03/19

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:

To maintain a repository and distribution of all documents laid on the Table and is responsible for the production of the Minutes of Proceedings, Question Paper and correspondence relating to the ratification of treaties and resolutions of Parliament.

3. DIMENSION:

Budget: Not applicable
Staff: 4 staff
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Initiate and complete draft Minutes of Proceedings
- Initiate and complete the Work of the Session
- Collect all documents laid on the Table
- Maintain a repository of all documents laid on the Table
- Ensure timely distribution of all documents for presentation in the Chamber
- Ensure statistics and information on parliamentary activities are documented
- Assist in producing training material on parliamentary practice and procedures

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Senior Parliamentary Officer reports to the Principal Clerk – Bills and Papers and when requested either to the Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

Clerk Assistant

**Senior Parliamentary
Officer**

**All staff (Bills & Papers
and Table Office)**

28/03/19

5.2 Internal

- The Senior Parliamentary Officer liaises with the Deputy Clerk, Chamber Services, First Clerk Assistant, Clerk Assistant, Principal Clerks, all Parliamentary Officers, Deputy Serjeant-at-Arms, Principal Attendant and all Attendants in respect of its core function of a repository and distribution centre of all documents

5.3 External

- Liaise with Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Assist the Principal Clerk to design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 – 7 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

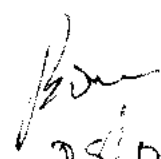
I make this solemn declaration by virtue of the *Oaths, Affirmation and Statutory Declaration Act 1962*, conscientious believing the statement contain therein to be true in every particular

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date


28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT:
National Parliament

BRANCH:
Chamber Service

DIVISION:
First Clerk Assistant (Bills & Papers / Table Office)

LOCATION:
Parliament House, Waigani, NCD

POSITION NUMBER:
BPTO 006

DESIGNATION/CLASSIFICATION:
Parliamentary Officer – Bills and Papers, NP09

LOCAL DESIGNATION:
Parliamentary Officer – Bills and Papers

REPORTING TO:
Principal Clerk – Bills and Papers

INCUMBENT:

Handwritten signature and date: 28/03/19

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:

To maintain a repository and distribution of all documents laid on the Table and is responsible for the production of the Minutes of Proceedings, Question Paper and correspondence relating to the ratification of treaties and resolutions of Parliament.

3. DIMENSION:

Budget: Not applicable
Staff: 3 staff
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Register all reports (papers) and ministerial statements and ensure ample copies are given to Parliamentary Attendants and available in the Chamber
- Prepare the guide for the presentation of reports (papers)
- Prepare the "Papers Index" and "Ministerial Statements Index" on a sessional basis
- Maintain and keep a repository of all documents laid on the Table
- Ensure statistics and information on parliamentary activities are documented

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Parliamentary Officer reports to the Principal Clerk – Bills and Papers and when requested either to the Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

Principal Clerk - Bills and Papers

Parliamentary Officer 1 - Bills and Papers

All staff (Bills & Papers and Table Office)

Manu
28/03/15

5.2 Internal

- The Parliamentary Officer liaises with Principal Clerk, Bills and Papers in respect of its core function of a repository and distribution centre of all documents

5.3 External

- Liaise with Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Participate in the development of an annual work and financial plan to effectively manage its programming services and maintenance of accurate and timely
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda. consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

Yeon
28/03/15



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: BPTO 007
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Parliamentary Officer – Bills and Papers, NP09
BRANCH: Chamber Service	LOCAL DESIGNATION: Parliamentary Officer 2 – Bills and Papers
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Principal Clerk – Bills and Papers
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

[Handwritten Signature]
28/03/19

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:

To maintain a repository and distribution of all documents laid on the Table and is responsible for the production of the Minutes of Proceedings, Question Paper and correspondence relating to the ratification of treaties and resolutions of Parliament.

3. DIMENSION:

Budget: Not applicable
Staff: 2 staff
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Initiate and complete Question Paper and other duties associated with questions without notice
- Assist in the initiation of the Work of the Session
- Prepare correspondence for Clerk and Speaker on the ratification of treaties and resolutions of the Parliament
- Ensure statistics and information on parliamentary activities are documented

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Parliamentary Officer reports to the Principal Clerk – Bills and Papers and when requested either to the Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

Principal Clerk - Bills and Papers

Parliamentary Officer 2 - Bills and Papers

All staff (Bills & Papers and Table Office)

Doney
28/04/19

5.2 Internal

- The Parliamentary Officer liaises with Clerk, Deputy Clerk – Chamber Service, First Clerk Assistant, Clerk Assistant and Principal Clerk – Bills and Papers in respect of its core function of a repository and distribution centre of all documents

5.3 External

- Liaise with Liaison Officer of the Prime Minister's Department, First Legislative Counsel, Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

[Handwritten Signature]
28/03/19



PARLIAMENTARY SERVICE
JOB DESCRIPTION

1. IDENTIFICATION:

DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Graduate Trainee - Bills and Papers, NP06
BRANCH: Chamber Service	LOCAL DESIGNATION: Graduate Trainee – Bills and Papers
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Principal Clerk – Bills and Papers
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

POSITION NUMBER:

BPTO 008

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2-18	24/09/18	Created

Ben
28/03/19

2. PURPOSE:

Pursuant to Work Plans submitted, it is envisaged that 5 years from now, certain staff will be listed for retrenchment. Recruitment and training of Trainee Parliamentary Officers is the way forward. All Trainees will be required to undertake training in all areas of parliamentary practice and procedures, understanding Standing Orders and relevant legislations and Parliament's decorum and processes.

3. DIMENSION:

Budget: Not applicable
Staff: Not applicable
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Must be willing to learn the skills needed to be a Parliamentary Officer

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Trainee Parliamentary Officer reports to the Principal Clerks and may be coached by Senior Parliamentary Officers, all Parliamentary Officers, Clerk Assistant, First Clerk Assistant or Deputy Clerk on matters of parliamentary practice and procedures. The reporting relationship is shown below –

Principal Clerks

Graduate Trainee- Bills and Papers

All staff (Bills & Papers and Table Office)

5.2 Internal

- The Trainee Parliamentary Officer will at most occasion work alongside the First Clerk Assistant, Clerk Assistant, Principal Clerks, Senior Archiving Officer and all Parliamentary Officers, Parliamentary Attendants and Library Staff in respect of parliamentary practice and procedures

5.3 External

- Liaise with officials from departments in respect to documents submitted for presentation in the Parliament, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Participate in the development of an annual work and financial plan to effectively manage its programming services and maintenance of accurate and timely
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

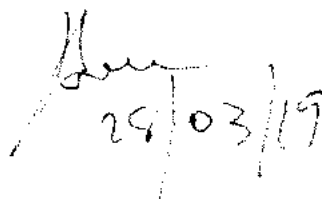
- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 3 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans


29/03/19

6.4 Skills

- 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

[Handwritten Signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

POSITION NUMBER:
BPTO 009

DEPARTMENT:
National Parliament

DESIGNATION/CLASSIFICATION:
Graduate Trainee – Bills and Papers, NP06

BRANCH:
Chamber Service

LOCAL DESIGNATION:
Graduate Trainee – Bills and Papers

DIVISION:
First Clerk Assistant (Bills & Papers / Table Office)

REPORTING TO:
Principal Clerk – Bills and Papers

LOCATION:
Parliament House, Waigani, NCD

INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2-18	24/09/18	Created

[Handwritten signature]
28/03/19

2. PURPOSE:

Pursuant to Work Plans submitted, it is envisaged that 5 years from now, certain staff will be listed for retrenchment. Recruitment and training of Trainee Parliamentary Officers is the way forward. All Trainees will be required to undertake training in all areas of parliamentary practice and procedures, understanding Standing Orders and relevant legislations and Parliament's decorum and processes.

3. DIMENSION:

- Budget:** Not applicable
- Staff:** Not applicable
- Others:** Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Must be willing to learn the skills needed to be a Parliamentary Officer

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Trainee Parliamentary Officer reports to the Principal Clerks and may be coached by Senior Parliamentary Officers, all Parliamentary Officers, Clerk Assistant, First Clerk Assistant or Deputy Clerk on matters of parliamentary practice and procedures. The reporting relationship is shown below –

Principal Clerks

**Graduate Trainee- Bills and
Papers**

**All staff (Bills & Papers
and Table Office)**

5.2 Internal

- The Trainee Parliamentary Officer will at most occasion work alongside the First Clerk Assistant, Clerk Assistant, Principal Clerks, Senior Archiving Officer and all Parliamentary Officers, Parliamentary Attendants and Library Staff in respect of parliamentary practice and procedures

5.3 External

- Liaise with officials from departments in respect to documents submitted for presentation in the Parliament, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

John
28/03/19

5.6 Challenges

- Participate in the development of an annual work and financial plan to effectively manage its programming services and maintenance of accurate and timely
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 3 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

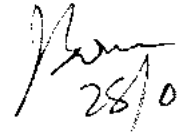
I make this solemn declaration by virtue of the *Oaths, Affirmation and Statutory Declaration Act 1962*, conscientious believing the statement contain therein to be true in every particular

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date


28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: BPTO 010
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Principal Clerk – Table Office, NP12
BRANCH: Chamber Service	LOCAL DESIGNATION: Principal Clerk – Table Office
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Clerk Assistant
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>J. Sney</i> 28/03/19

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:

To provide procedural and administrative support for the effective functioning of the Chamber by programming the work of the Parliament, providing advice and information as well as processing documents relating to the proceedings pending in Parliament

3. DIMENSION:

Budget: Not applicable
Staff: 5 staff
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Support all aspects of the legislative process
- Ensure that Chamber business is properly observed and recorded as well as supporting all aspects of the legislative process
- Ensure that equal treatment is accorded to every Member of Parliament in order to preserve a reputation for impartiality that makes an effective working relationship between the parliamentarians and Clerks-at-the-Table
- Assist in producing training material on parliamentary practice and procedures
- Ensure the Notice Paper and Daily Program are correct before seeking approval for printing
- Ensure timely distribution of all documents in the Chamber
- Ensure statistics and information on parliamentary activities are documented
- Relieve the Clerks-at-the-Table when requested

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Principal Clerk – Table Office reports directly to the Clerk Assistant and when requested either to the First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

Clerk Assistant

**Principal Clerk - Table
Office**

**All staff (Bills & Papers
and Table Office)**

How
28/03/19

5.2 Internal

- Liaise with the Clerk, Deputy Clerk, First Clerk Assistant, Principal Parliamentary Reporter, Serjeant-at-Arms and Parliamentary Legal Counsel on matters relating to the activities of Parliament
- Provide advice to Members of Parliament and Parliamentary Officers on parliamentary practice and procedures, parliamentary documents and general information on parliamentary matters
- Work with all Parliamentary Officers to achieve its aims and objectives
- Ensure the Senior Archives Officer stores and manages all parliamentary documents and information

5.3 External

- Liaise with Members of Parliament, Leader of Government Business, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information on parliamentary activities

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 - 10 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

Date

J. S. Mee
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: BPTO 011
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Senior Parliamentary Officer – Table Office, NP11
BRANCH: Chamber Service	LOCAL DESIGNATION: Senior Parliamentary Officer – Table Office
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Principal Clerk – Table Office
LOCATION: Parliament House, Waigani, NCD	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

[Handwritten signature]
28/03/19

2. PURPOSE:

To provide procedural and administrative support for the effective functioning of the Chamber by programming the work of the Parliament, providing advice and information as well as processing documents relating to the proceedings pending in Parliament

3. DIMENSION:

- Budget:** Not applicable
- Staff:** 4 staff
- Others:** Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Support all aspects of the legislative process
- Ensure that Chamber business is properly observed and recorded as well as supporting all aspects of the legislative process
- Ensure that equal treatment is accorded to every Member of Parliament in order to preserve a reputation for impartiality that makes an effective working relationship between the parliamentarians and Clerks-at-the-Table
- Assist in producing training material on parliamentary practice and procedures
- Initiate and complete the Notice Paper
- Initiate and complete Daily Program and Presiding Officers and Clerks Program
- Ensure timely distribution of all documents in the Chamber
- Ensure statistics and information on parliamentary activities are documented

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Senior Parliamentary Officer – Table Office reports to the Principal Clerk and when requested either to the Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

Principal Clerk - Table Office

**Senior Parliamentary
Officer - Table Office**

**All staff (Bills & Papers
and Table Office)**

[Handwritten signature]
28/03/19

5.2 Internal

- Liaise with the Clerk, Deputy Clerk, First Clerk Assistant, Principal Parliamentary Reporter, Serjeant-at-Arms and Parliamentary Legal Counsel on matters relating to the activities of Parliament
- Provide advice to Members of Parliament and Parliamentary Officers on parliamentary practice and procedures, parliamentary documents and general information on parliamentary matters
- Work with all Parliamentary Officers to achieve its aims and objectives
- Ensure the Senior Archives Officer stores and manages all parliamentary documents and information

5.3 External

- Liaise with Members of Parliament, Leader of Government Business, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information on parliamentary activities

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- 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

[Handwritten Signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

POSITION NUMBER:
BPTO 012

DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Parliamentary Officer – Table Office, NP09
BRANCH: Chamber Service	LOCAL DESIGNATION: Parliamentary Officer – Table Office
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Senior Parliamentary Officer – Table Office
LOCATION: Parliament House, Waigani, NCD	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

Handwritten signature and date: 28/03/19

2. PURPOSE:

To provide procedural and administrative support for the effective functioning of the Chamber by programming the work of the Parliament, providing advice and information as well as processing documents relating to the proceedings pending in Parliament

3. DIMENSION:

Budget: Not applicable
Staff: Not applicable
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Support all aspects of the legislative process
- Ensure that Chamber business is properly observed and recorded as well as supporting all aspects of the legislative process
- Ensure that equal treatment is accorded to every Member of Parliament in order to preserve a reputation for impartiality that makes an effective working relationship between the parliamentarians and Clerks-at-the-Table
- Register legislations received, prepare notice of motion and prepare procedure for presentation
- Prepare correspondence to First Legislative Counsel advising of the legislations passed by Parliament
- Lead in the proofreading process of legislations
- Prepare correspondence and Acts for certification by the Clerk and Speaker
- Prepare Bills Index on sessional basis

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Parliamentary Officer – Table Office reports to the Senior Parliamentary Officer and when requested either to the Principal Clerk, Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

**Senior Parliamentary Officer -
Table Office**

**Parliamentary Officer -
Table Office**

**All staff (Bills & Papers
and Table Office)**

Done
28/03/19

5.2 Internal

- Liaise with the Clerk, Deputy Clerk, First Clerk Assistant, Principal Parliamentary Reporter, Serjeant-at-Arms and Parliamentary Legal Counsel on matters relating to the activities of Parliament
- Provide advice to Members of Parliament and Parliamentary Officers on parliamentary practice and procedures, parliamentary documents and general information on parliamentary matters
- Work with all Parliamentary Officers to achieve its aims and objectives
- Ensure the Senior Archives Officer stores and manages all parliamentary documents and information

5.3 External

- Liaise with Members of Parliament, Leader of Government Business, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information on parliamentary activities

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

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

6.1 **Qualification**

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 **Experience**

- Must have 5 year's work experience in a constitutional and legislative organisation

6.3 **Knowledge**

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 **Skills**

- 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

[Handwritten Signature]
28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT: National Parliament	POSITION NUMBER: BPTO 013
BRANCH: Chamber Service	DESIGNATION/CLASSIFICATION: Parliamentary Officer – Table Office, NP09
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	LOCAL DESIGNATION: Parliamentary Officer – Table Office
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Senior Parliamentary Officer – Table Office
	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

Handwritten signature and date: 28/03/19

2. PURPOSE:

To provide procedural and administrative support for the effective functioning of the Chamber by programming the work of the Parliament, providing advice and information as well as processing documents relating to the proceedings pending in Parliament

3. DIMENSION:

Budget: Not applicable
Staff: Not applicable
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Support all aspects of the legislative process
- Ensure that Chamber business is properly observed and recorded as well as supporting all aspects of the legislative process
- Ensure that equal treatment is accorded to every Member of Parliament in order to preserve a reputation for impartiality that makes an effective working relationship between the parliamentarians and Clerks-at-the-Table
- Prepare Petition and Matter of Public Importance
- Update Speaker's Rulings
- Update Member's Roll upon deaths of current and former Members
- Prepare all statements to be made by the Speaker
- Prepare procedural motions when need arises

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Parliamentary Officer – Table Office reports to the Senior Parliamentary Officer and when requested either to the Principal Clerk, Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters of parliamentary practice and procedures and effective functioning of the Chamber. The reporting relationship is shown below –

**Senior Parliamentary Officer -
Table Office**

**Parliamentary Officer -
Table Office**

**All staff (Bills & Papers
and Table Office)**

Handwritten signature and date: 28/07/19

5.2 Internal

- Liaise with the Clerk, Deputy Clerk, First Clerk Assistant, Hansard Editor of Debates Serjeant-at-Arms and Parliamentary Legal Counsel on matters relating to the activities of Parliament
- Provide advice to Members of Parliament and Parliamentary Officers on parliamentary practice and procedures, parliamentary documents and general information on parliamentary matters
- Work with all Parliamentary Officers to achieve its aims and objectives
- Ensure the Senior Archives Officer stores and manages all parliamentary documents and information

5.3 External

- Liaise with Members of Parliament, Leader of Government Business, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information on parliamentary activities

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Design and develop an annual work plan and financial plan to effectively manage its programming services and maintenance of accurate and timely records
- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans


6.4 Skills

- 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	Signature
	Employer (or its delegate)		Employee
.....	Date	Date


28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT:
National Parliament

BRANCH:
Chamber Service

DIVISION:
First Clerk Assistant (Bills & Papers / Table Office)

LOCATION:
Parliament House, Waigani, NCD

POSITION NUMBER:
BPTO 014

DESIGNATION/CLASSIFICATION:
Senior Archives Officer, NP11

LOCAL DESIGNATION:
Senior Archives Officer – Archives Office

REPORTING TO:
Clerk Assistant

INCUMBENT:

[Handwritten signature]
28/07/19

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:

To preserve and archive all parliamentary documents and information that have historical and cultural importance to the Nation, manage and maintain a user-friendly computer aided search system and ensure it can be accessible

3. DIMENSION:

Budget: Not applicable
Staff: 1 staff
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Take personal responsibility for the effective management of information and data
- Create accurate record of all work
- Capture information in approved systems (either digital or hard copy)
- Apply appropriate security and access controls
- Retain and dispose information in accordance with the organisation's policy
- Ensure information for which we are responsible remains accessible when exiting

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Senior Archives Officer reports to the Clerk Assistant and when requested either to the First Clerk Assistant, Deputy Clerk or the Clerk on matters relating to archiving and preserving data and information. The reporting relationship is shown below –

Clerk Assistant

Senior Archives Officer

All staff (Bills & Papers
and Table Office)

Done
28/03/19

5.2 Internal

- The Senior Archives Officer liaises with the Clerk Assistant, Principal Clerks, First Clerk Assistant, Deputy Clerk, Chamber Services, First Clerk Assistant, Clerk Assistant, Principal Clerks, all Parliamentary Officers, Deputy Serjeant-at-Arms, Principal Attendant and all Attendants in respect of its core function of an archiving and preserving of information and documents

5.3 External

- Liaise with the Librarian of the National Parliament Library, National Library and the National Archives Office on archiving purposes

5.4 Work Environment

- Requires diligently compiling, archiving and preserving of information and documents associated with the National Parliament
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the processes of the National Library and National Archives Office

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Library Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 – 7 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of archiving systems and development of database
- Must be computer literate, have research and analytical skills



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT:
National Parliament

BRANCH:
Chamber Service

DIVISION:
First Clerk Assistant (Bills & Papers / Table Office)

LOCATION:
Parliament House, Waigani, NCD

POSITION NUMBER:
BPTO 015

DESIGNATION/CLASSIFICATION:
Archives Officer, NP09

LOCAL DESIGNATION:
Archives Officer – Archives Office

REPORTING TO:
Senior Archives Officer

INCUMBENT:

[Handwritten signature]
28/03/19

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:

To preserve and archive all parliamentary documents and information that have historical and cultural importance to the Nation, manage and maintain a user-friendly computer aided search system and ensure it can be accessible

3. DIMENSION:

Budget: Not applicable
Staff: Not applicable
Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Take personal responsibility for the effective management of information and data
- Create accurate record of all work
- Capture information in approved systems (either digital or hard copy)
- Apply appropriate security and access controls
- Retain and dispose information in accordance with the organisation's policy
- Ensure information for which we are responsible remains accessible when exiting

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Archives Officer reports to the Senior Archives Office and when requested either to the Clerk Assistant, First Clerk Assistant, Deputy Clerk or the Clerk on matters relating to archiving and preserving data and information. The reporting relationship is shown below –

6.4 Skills

- 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
- Must be able to create a database, keep a library of information gathered, stored and ability to respond to changing digital media and possess project management 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

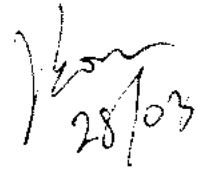
Employer (or its delegate)

.....
Signature

Employee

.....
Date

.....
Date


28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT: National Parliament	POSITION NUMBER: BPTO 016
BRANCH: Chamber Service	DESIGNATION/CLASSIFICATION: Graduate Trainee – Table Office, NP06
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	LOCAL DESIGNATION: Graduate Trainee – Table Office
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Principal Clerk – Table Office
	INCUMBENT:

Handwritten signature and date: 28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2-18	24/09/18	Created

2. PURPOSE:

Pursuant to Work Plans submitted, it is envisaged that 5 years from now, certain staff will be listed for retrenchment. Recruitment and training of Trainee Parliamentary Officers is the way forward. All Trainees will be required to undertake training in all areas of parliamentary practice and procedures, understanding Standing Orders and relevant legislations and Parliament's decorum and processes.

3. DIMENSION:

- Budget:** Not applicable
- Staff:** Not applicable
- Others:** Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Must be willing to learn the skills needed to be a Parliamentary Officer

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Trainee Parliamentary Officer reports to the Principal Clerks and may be coached by Senior Parliamentary Officers, all Parliamentary Officers, Clerk Assistant, First Clerk Assistant or Deputy Clerk on matters of parliamentary practice and procedures. The reporting relationship is shown below –

Principal Clerks

Graduate Trainee - Bills and Papers

All staff (Bills & Papers and Table Office)

5.2 Internal

- The Trainee Parliamentary Officer will at most occasion work alongside the First Clerk Assistant, Clerk Assistant, Principal Clerks, Senior Archiving Officer and all Parliamentary Officers, Parliamentary Attendants and Library Staff in respect of parliamentary practice and procedures

5.3 External

- Liaise with officials from departments in respect to documents submitted for presentation in the Parliament, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Participate in the development of an annual work and financial plan to effectively manage its programming services and maintenance of accurate and timely
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

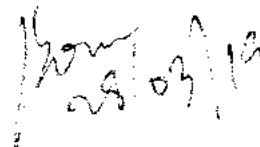
- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans



Handwritten signature and date: 29/03/19

6.4 Skills

- 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**

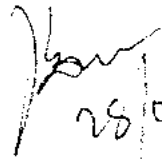
I make this solemn declaration by virtue of the *Oaths, Affirmation and Statutory Declaration Act 1962*, conscientious believing the statement contain therein to be true in every particular

.....
Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

.....
Date


28/07/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

DEPARTMENT:

National Parliament

BRANCH:

Chamber Service

DIVISION:

First Clerk Assistant (Bills & Papers / Table Office)

LOCATION:

Parliament House, Waigani, NCD

POSITION NUMBER:

BPTO 017

DESIGNATION/CLASSIFICATION:

Graduate Trainee – Table Office, NP06

LOCAL DESIGNATION:

Graduate Trainee - Table Office

REPORTING TO:

Principal Clerk – Table Office

INCUMBENT:

None
28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2-18	24/09/18	Created

2. PURPOSE:

Pursuant to Work Plans submitted, it is envisaged that 5 years from now, certain staff will be listed for retrenchment. Recruitment and training of Trainee Parliamentary Officers is the way forward. All Trainees will be required to undertake training in all areas of parliamentary practice and procedures, understanding Standing Orders and relevant legislations and Parliament's decorum and processes.

3. DIMENSION:

Budget: Not applicable

Staff: Not applicable

Others: Not applicable

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Must be willing to learn the skills needed to be a Parliamentary Officer

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Trainee Parliamentary Officer reports to the Principal Clerks and may be coached by Senior Parliamentary Officers, all Parliamentary Officers, Clerk Assistant, First Clerk Assistant or Deputy Clerk on matters of parliamentary practice and procedures. The reporting relationship is shown below –

Principal Clerks

Graduate Trainee- Bills and Papers

All staff (Bills & Papers and Table Office)

5.2 Internal

- The Trainee Parliamentary Officer will at most occasion work alongside the First Clerk Assistant, Clerk Assistant, Principal Clerks, Senior Archiving Officer and all Parliamentary Officers, Parliamentary Attendants and Library Staff in respect of parliamentary practice and procedures

5.3 External

- Liaise with officials from departments in respect to documents submitted for presentation in the Parliament, Liaison Officer of the Prime Minister's Department, First Legislative Counsel and the Government Printer and other stake holders on dissemination of information in respect of its core function

5.4 Work Environment

- Requires long hours' work associated with Parliament sessions and the Chamber Service's responsibility to efficiently and effectively provide all necessary parliamentary documents for Members of Parliament, staff of the Parliamentary Service and other stake holders

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the Standing Orders and Parliamentary Practice and Procedures

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Participate in the development of an annual work and financial plan to effectively manage its programming services and maintenance of accurate and timely
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Law, Political Science or Public Administration and such other qualification

6.2 Experience

- Must have 3 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of all aspects of parliamentary practice and procedures
- Must be well versed with the Constitution, Standing Orders and relevant legislations
- Must be computer literate, have research and analytical skills
- Must have ability to interpret and understand the Standing Orders and Constitution.
- Must understand the organizations objectives and links between business unit, organization and the whole government agenda. consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

Handwritten signature and date:
25/07/19

6.4 Skills

- 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

[Handwritten signature]
28/03/15