



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

	POSITION NUMBER: <b>BMS 001</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Director, Build &amp; Maint &amp; Technical Services, NP13</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Director Build &amp; Maint &amp; Technical Services</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Executive Director Corporate and Support Service</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

- Responsible for the coordination, implementation and management of all the sections within the Building and Maintenance & Technical Services Division to achieve its intended outcomes as well as deliver efficient and effective services to Members of Parliament and all occupants of the building in the areas of; building maintenance, office furniture, transport, gardening, cleaning of all facilities as well as planning and staff performance management.
- Responsible for hands-on role which is critical for the effective functioning of the Building and Maintenance & Technical Services Division and the day to day oversight of the operations of the sections within the division.
- Ensure all staff within the divisions and the building infrastructures are managed and operate effectively for the use and safety of all occupants and drive medium to long term work programs and budgets for the general up-keeping of Parliament building.

**3. DIMENSION:**

**Budget:** Make recommendation to Clerk for projects below K300,000 and approves expenditure of funds as section 32 officer within the limit of K25,000.00

**Staff:** 71 staff (3 directly reporting)

**Others:** This function manages effective functioning of the Building and Maintenance & Technical Services Division and the day to day oversight of all aspects of providing of sourcing goods & services for the up-keeping of Parliament building and support governance and management of nine supervisors and section, two assistant directors with a total of 71 permanent staffs and casual staffs from time to time

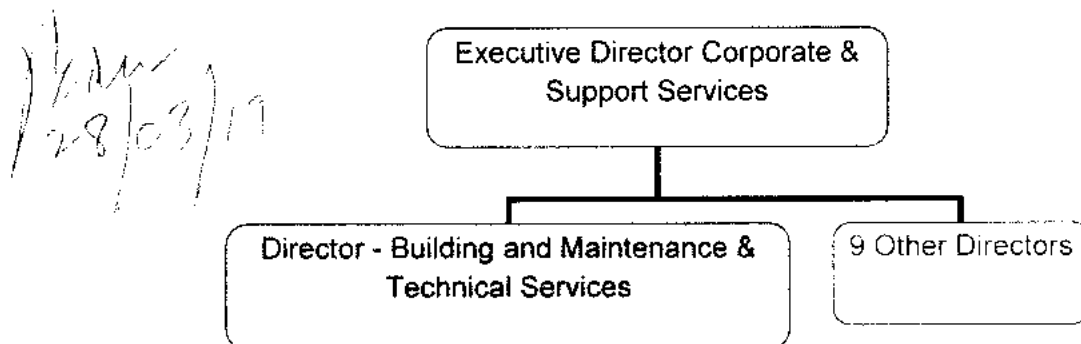
#### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Attend to Building and Maintenance & Technical Services staff welfare & personal problems
- Provide annual budget for the Building and Maintenance & Technical Services Division
- Deliver efficient service to members of Parliament
- Provide office furniture, fridge and other necessities for the Parliament members & staff
- Liaise with contractors for general maintenance work
- Ensure smooth operations of all sections under Building and Maintenance & Technical Services Division
- Coordinate and lead one or more teams to cover various areas of responsibility
- Attend to or respond appropriately to any urgent issues as they arise or as requested by the Executive Division or the Parliamentary Management and deal with the consequences as required from time to time
- Ensure that the Parliament building meets health and safety requirements and that the facilities comply with regulations.
- Lead and manage change to ensure minimum disruption to major activities
- Plan for future development in line with strategic objectives

#### 5. NATURE AND SCOPE:

##### 5.1 Reporting Relationship

This is one of the nine director positions that reports to the Executive Director – Corporate & Support Services and the incumbent works laterally with the staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown in this graphical form hereunder.



##### 5.2 Internal:

- Attend to Building & Maintenance & Technical Services staff queries
- Attend to all Parliamentary Services and members staff queries
- Give advice to the Executive Directors on Building and Technical matters

##### 5.3 External:

- Liaise with contractors, company and other relevant service providers for goods and services which will benefit the institution

#### 5.4 Work Environment

This position is a Director's position and the incumbent for this position is required to provide proper/efficient administrative and leadership skills. It is vital that the incumbent must possess high quality of professional conduct.

#### 5.5 Constraints Framework and Boundaries

##### Rules/Procedures etc:

- Understand Parliamentary Services Act
- General Orders
- Public services Management Act
- Understand various relevant acts and Policies

##### Decisions:

- Refer staff for disciplinary charges if found to be abusing privileges, rules and functions of the Parliamentary Services Act

##### Recommendations:

- Staff evaluations and recommendation for promotions and or for further training to up skill in their field of trade.

#### 5.6 Challenges

- Delivery of high standard services
- Additional Funds for Building & Maintenance & Technical Services annual budget
- Delay in delivery of materials
- Effectiveness of service delivery

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

#### 6.1 Qualification

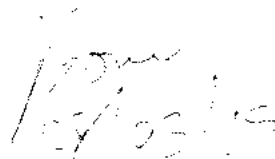
- Minimum Degree in Building Management, building Architecture and other related discipline
- A Masters relevant discipline would be desirable

#### 6.2 Experience

- 5 – 10 years of experience in similar working environment in other reputable organisations.

#### 6.3 Knowledge

- Building work processes
- Building infrastructure and functions
- Procurement procedures



#### 6.4 Skills

- Computer and Language skills
- Confident in decision making
- Ability to multitask and prioritise workload
- Exceptional negotiation and representational skills.
- Teamwork skills and ability to lead and motivate others
- Project management skills
- Interpersonal and relationship building skills

**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

The position holder shall sign the Job Description for the position/office he/she is appointed to through the selection process upon occupation of that post/office and authorised by the Clerk of Parliament or his delegate.

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

.....  
Signature  
Employee

.....  
Date

.....  
Date

*John*  
*28/02/17*



## PARLIAMENTARY SERVICE JOB DESCRIPTION

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12/03/19

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 002</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Administrative assistant, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Administrative Assistant</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Build &amp; Maintenance &amp; Technical Services</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Administrative Assistant to the Director – Building and Maintenance & Technical Services and is responsible for providing all clerical and administrative duties under strict directions. Performs general clerical duties which include but not limited to attending to phone calls, photocopying, faxing, mail distribution, filling, keeping accurate attendance register and make appointments for the Director

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

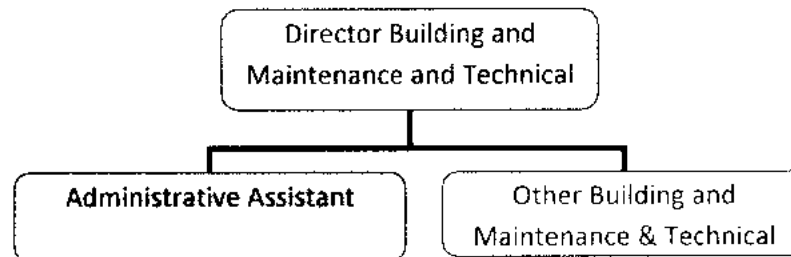
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of staff attendance.
- Provide efficient front desk service for the office.
- Coordinate, plan and organize travel for staff.
- Maintain office stationaries and keep accurate inventory.
- Record all discussions/phone calls accurately for the Director and staff.
- Ensure that the office is clean and tidy each day and report any concerns to the Director in a timely manner.
- Responsible for organising appointments for the Director
- Perform any other duties that is required by the Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Director - Building and Maintenance & Technical Services Manager and the incumbent works laterally with the staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown in this graphical form hereunder



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### 5.2 Internal:

- Provide secretarial, clerical and administrative duties for the Director and the Building and Maintenance & Technical Services Division.
- Record all incoming and outgoing correspondences.

### 5.3 External:

- Liaise with stationary suppliers and other service providers

### 5.4 Work Environment

This position is a Secretarial position and the incumbent for this position is required to facilitate proper office or administrative procedures at the front desk. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand basic office rules,
- Understand Parliamentary Services Act

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard front desk Service.
- Meet deadlines of the Director
- Attending to members queries

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Tertiary qualification in Secretarial Studies or Office Management or other relevant discipline

### 6.2 Experience

- 3 – 5 years of experience in secretarial work or similar working environment in other reputable organisations.

### 6.3 Knowledge

- Excellent understanding of office procedures
- Extensive knowledge of how offices functions
- In-depth understanding of secretarial duties

### 6.4 Skills

- Computer skills
- Language skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills

## 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]*  
28/08/19



## PARLIAMENTARY SERVICE JOB DESCRIPTION

*Revised*  
*25/03/19*

### 1. IDENTIFICATION

		POSITION NUMBER: <b>BMS 003</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Assistant Director – Building &amp; Maintenance, NP11</b>	
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Assistant Director – Building &amp; Maintenance</b>	
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Director Build &amp; Maintenance &amp; Technical Services</b>	
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:	

### HISTORY OF POSITION

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

### 2. PURPOSE:

This is a section within the Building & Maintenance and Technical Services Division and the officer is responsible primarily for all maintenance work including painting, welding, plumbing, carpentry and minor renovation work required from time to time within and around the Parliament building and precincts.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 45 Staff (4 supervisors and 5 senior staff making at total of 9 staff reporting directly)  
**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

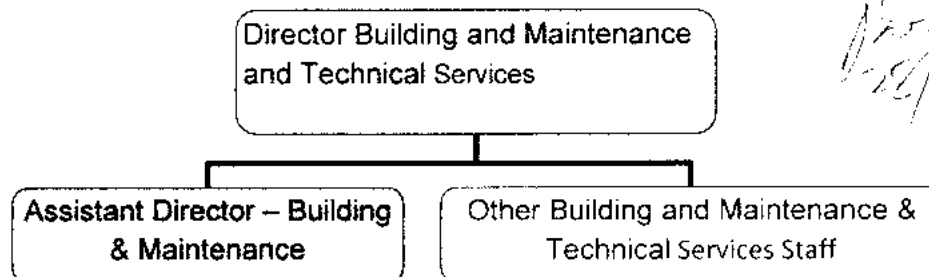
- Deputise the Director - Building & Maintenance and Technical Services in the absence of the Director
- Make sure efficient service is provided for the organisation.
- Coordinate, plan and organize staff work plan for quality outcome
- Maintain and keep accurate inventory of all building equipment
- Ensure safety regulations are followed by all building staff.
- Ensure clear and safe working environment.
- Mentor and train other staff within the section
- Supervise and delegate tasks according to skills and knowledge
- Assist in providing training for new employees or trainees
- Perform any other duties that is required by the Executive Director – Corporate and Support Services



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Director – Building & Maintenance and Technical Services and the incumbent works laterally with the staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Assist in administrative duties for the Building and Maintenance Division.
- Attend to queries on Building and Maintenance services raised by Parliamentary Services Staff, Members of Parliament and Member's staff
- Assist all building staff with their daily roles and duties

### 5.3 External:

- Liaise with suppliers and other service providers for parts and supplies for goods
- Deal with contractors and other relevant service providers especially dealing with building services

### 5.4 Work Environment

This position is an Assistant Director position and the incumbent for this position is required to provide proper office administrative procedures and skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.
- Understand the Parliamentary Services Act

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard Services to the organisation.
- Meet deadlines set out by the higher management
- All safety regulations are followed

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12/03/19

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Building Services or other related trades and must have tradesman a licence

### 6.2 Experience

- 5 - 10 years of experience in similar position in other organizations is highly regarded.

### 6.3 Knowledge

- Excellent understanding of the building services operations
- Knowledge of how each of the sections under building services operate
- Understanding of building safety regulations

### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Excellent negotiation and representational skills.

## 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

*Baner*  
28/03/19

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 004</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Works Supervisor, NP09</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Works Supervisor</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Director B&amp;M</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Work Supervisor under the Building Services of the Building and Maintenance & Technical Services division in charge of Carpentry, Welding, Plumbing and Painting & Decorating. All these services play a vital role in maintaining the image and functions of this very important institution.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 12 Staff (4 reporting directly)  
**Others:** NA

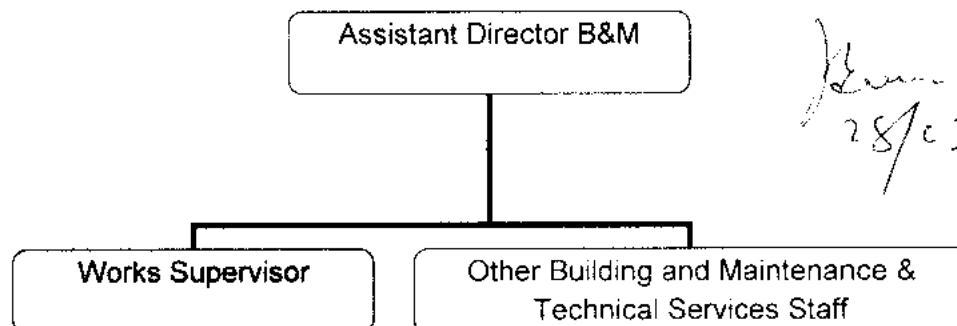
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Write reports on all Sections with Works Services
- Supervise each of the works sections staff
- Coordinate, plan and organize staff work plan
- Maintain and keep accurate inventory of all Building equipment
- Ensure safety regulations are followed by each section
- Ensure clear and safe working environment.
- Responsible for getting quotations and supplies for any works sections
- Entering data and updating staff and equipment records
- Assist in providing training for new employees or trainees
- Perform any other duties that is required by the Director – Building And Maintenance & Technical Services and Executive Division

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Director - Building and Maintenance and the incumbent works laterally with the staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Supervise all the works sections
- Report to Director - Building and Maintenance & Technical Services on issues affecting the works section.
- Attend to queries on building services raised by Parliamentary Services Staff, Members of Parliament and member's staff

### 5.3 External:

- Liaise with suppliers and other service providers for parts and supplies for goods

### 5.4 Work Environment

This position is a supervisor position and the incumbent for this position is required to provide proper office administrative procedures and skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.
- Understand the Parliamentary Services Act

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard Services to the organisation.
- Meet deadlines set out by the higher management
- All safety regulations are followed

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Graduate in any Building trades or related discipline and must have tradesman licence

### 6.2 Experience

- 5 - 10 years of experience in similar position in other organizations is highly regarded.

### 6.3 Knowledge

- Excellent understanding of the Building Services operations
- Knowledge of how each of the sections under Building Services operate
- Understanding of Building safety regulations

### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Excellent negotiation and representational skills.

## 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

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28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

18/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 005</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Carpenter &amp; Joinery, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Carpenter &amp; Joinery</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Works Supervisor</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Senior Carpenter in the Building and Maintenance & Technical Services division. Is responsible for all carpentry and joinery work within the building and around the Parliamentary precincts

**3. DIMENSION:**

**Budget:** NA  
**Staff:** 3 Staff  
**Others:** NA

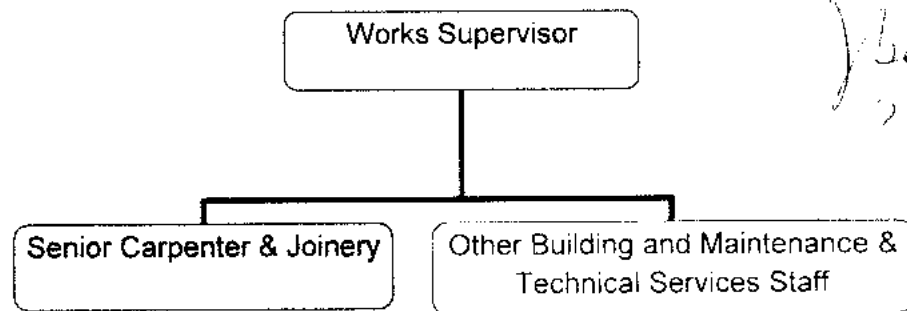
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Maintain and repair office tables and chairs in the precincts of the building
- Replace door locks and change broken doors
- Repair and maintain the building infrastructure
- Do any minor maintenance work in and around the Parliament building
- Repair any other broken furniture within the Parliament premises
- Attend to or respond to any urgent matters that maybe required by the management

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

- This position reports to the Works Supervisor, Assistant Director - Building and Maintenance Services and then to the Director - Building and Maintenance and Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



## 5.2 Internal:

- Attend to requests by the Staff on any matter requiring carpentry work
- Maintain all office furniture within the building

## 5.3 External:

- Liaise with suppliers and other service providers for parts and supplies for goods

## 5.4 Work Environment

- This position is a senior position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations.
- Understand the Parliamentary Services Act

### Decisions: NA

### Recommendations: NA

## 5.6 Challenges

- Delivery of high standard Services to the organisation.
- Meet deadlines set out by the higher management
- All safety regulations are followed

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- A Graduate / Tradesmen certificate in Carpentry and Joinery

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge of carpentry work
- Usage of different wood work tools and machinery

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

**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**

*Y. Jones*  
*22/05/19*

**1. IDENTIFICATION**

	POSITION NUMBER: <b>BMS 006</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Carpenter &amp; Joinery, NP06</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Carpenter &amp; Joinery</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Senior Carpenter &amp; Joinery</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a carpenter in the Building and Maintenance & Technical Services Division and is responsible for all Carpentry and work within the building.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

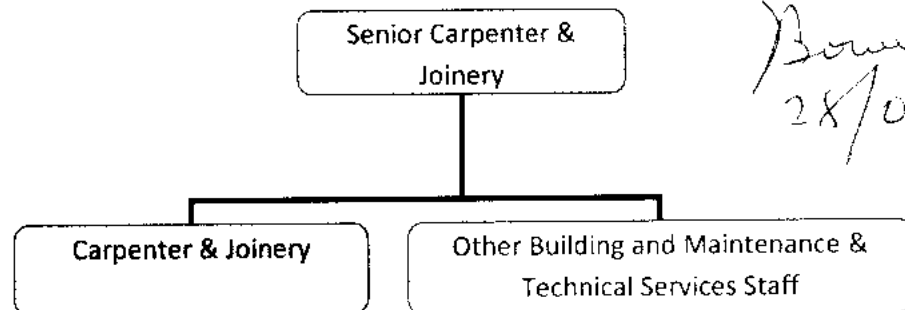
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Maintain and repair office furniture
- Fix faulty doors and locks.
- Repair and maintain the building infrastructure
- Change or replace faulty door locks and door stoppers
- Remove and replace broken Office furniture
- Make minor renovations within the building
- Replace curtains and curtain rods within the building
- Make shelves for Parliament Members offices and Parliamentary Services staff
- Replace ropes of provincial flags at the ceremonial area of Parliament
- Attend to any request from Director - Building and Maintenance & Technical Services and Executive Division

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports Works Supervisor, Assistant Director – Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Attend to requests by the Staff on any matter requiring carpentry work
- Maintain all office furniture within the building

### 5.3 External: NA

### 5.4 Work Environment

- This position is a carpentry & joinery position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate / Tradesmen certificate in Carpentry and Joinery

### 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of carpentry work
- Usage of different wood work tools and machinery

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Howe*  
*28/03/19*



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

7-1000  
28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 007</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Carpenter &amp; Joinery, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Carpenter &amp; Joinery</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Carpenter &amp; Joinery</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a carpenter in the Building and Maintenance & Technical Services Division and is responsible for all Carpentry and work within the building.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

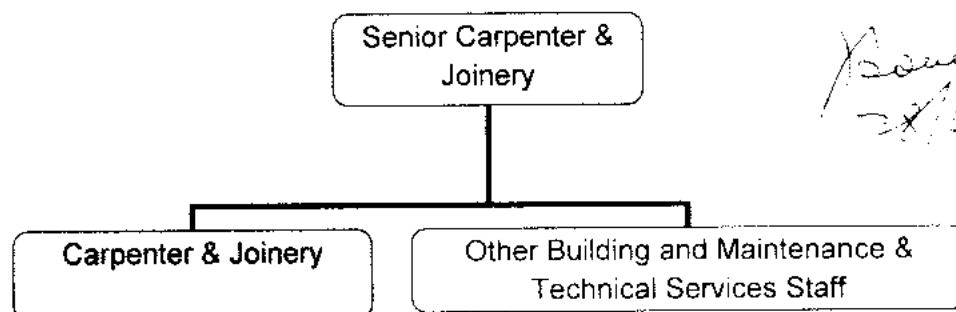
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Maintain and repair office furniture.
- Fix faulty doors and locks.
- Repair and maintain the building infrastructure
- Change or replace faulty door locks and door stoppers
- Remove and replace broken Office furniture
- Make minor renovations within the building
- Replace curtains and curtain rods within the building
- Make shelves for Parliament Members offices and Parliamentary Services staff
- Replace ropes of provincial flags at the ceremonial area of Parliament
- Attend to any request from Director - Building and Maintenance & Technical Services and Executive Division

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports the Senior Carpenter Joinery, Works Supervisor, Assistant Director – Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Attend to requests by the Staff on any matter requiring carpentry work
- Maintain all office furniture within the building

### 5.3 External: NA

### 5.4 Work Environment

- This position is a carpentry & joinery position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate / Tradesmen certificate in Carpentry and Joinery

### 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded

### 6.3 Knowledge

- Excellent knowledge of carpentry work
- Usage of different wood work tools and machinery

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Y. 15/10/19*  
*9/10/19*



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28/03/19

**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 008</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Carpenter &amp; Joinery, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Carpenter &amp; Joinery</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Carpenter &amp; Joinery</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a carpenter in the Building and Maintenance & Technical Services Division and is responsible for all Carpentry and work within the building.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

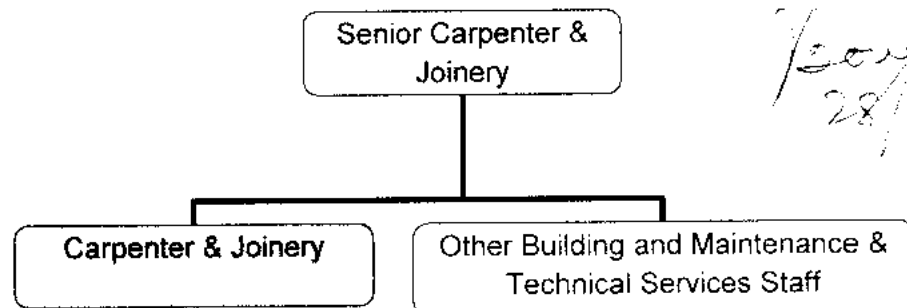
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Maintain and repair office furniture.
- Fix faulty doors and locks.
- Repair and maintain the building infrastructure
- Change or replace faulty door locks and door stoppers
- Remove and replace broken Office furniture
- Make minor renovations within the building
- Replace curtains and curtain rods within the building
- Make shelves for Parliament Members offices and Parliamentary Services staff
- Replace ropes of provincial flags at the ceremonial area of Parliament
- Attend to any request from Director - Building and Maintenance & Technical Services and Executive Division

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports the Senior Carpenter & Joinery Works Supervisor, Assistant Director – Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Attend to requests by the Staff on any matter requiring carpentry work
- Maintain all office furniture within the building

### 5.3 External: NA

### 5.4 Work Environment

- This position is a carpentry & joinery position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate / Tradesmen certificate in Carpentry and Joinery

### 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of carpentry work
- Usage of different wood work tools and machinery



#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

*Yamir*  
*2/10/15*

#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



*Y. J. J.*  
28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 009</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Welder, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Welder</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Works Supervisor</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Senior Welder in the Building and Maintenance Division and is responsible for all work relating to welding within the Parliament precincts and as requested by the Executive Directors.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 2 Staff  
**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

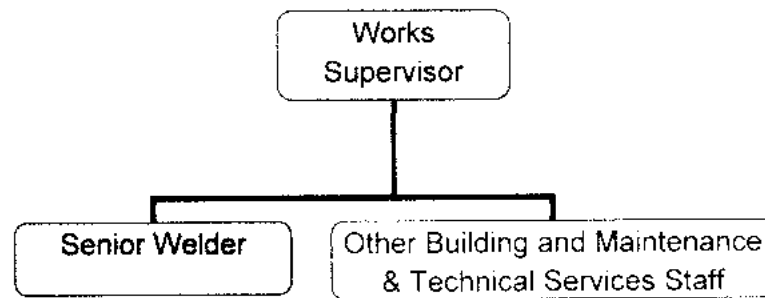
5.

- Maintain and repair the perimeter fencing.
- Do metal work and fabricating
- Any other tasks that need welding
- Attend to requests by the managers
- Write monthly reports to the works supervisor

### 6. NATURE AND SCOPE:

#### 6.1 Reporting Relationship

This position reports Works Supervisor, Assistant Director - Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services Division the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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28/03/17

## 5.2 Internal:

- Attend to any areas that require welding
- Welding of the perimeter fence.

## 5.3 External: NA

## 5.4 Work Environment

- This position is a senior position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Graduate/Tradesmen Certificate in welding & fabricating

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge welding Machines & welding rods
- Gas bottles
- Oxy & mic welding

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

**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

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28/03/19

### 1. IDENTIFICATION

	POSITION NUMBER: <b>BMS 010</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Welder, NP06</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Welder</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Senior Welder</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Welder in the Building and Maintenance Division and is responsible for all work relating to welding in and around the Parliament premises

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

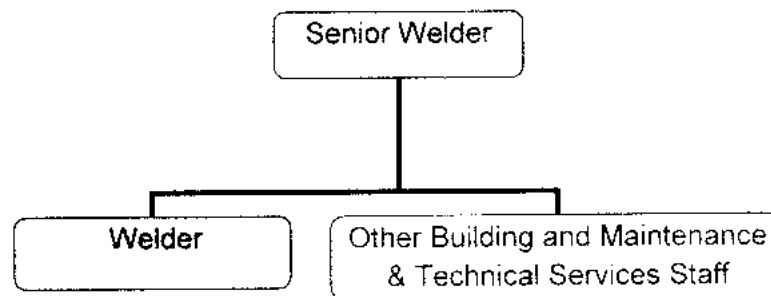
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Maintain and repair the perimeter fencing.
- Do metal work and fabricating
- Any other tasks that need welding
- Attend to requests by the Directors
- Assist other sections requiring welding

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports Works Supervisor through the senior welder, Assistant Director - Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services Division the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



Y. J. J.  
28/03/19

## 5.2 Internal:

- Attend to any areas that require welding
- Welding of the perimeter fence.

## 5.3 External: NA

## 5.4 Work Environment

- This position is a welder position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations

### Decisions: NA

### Recommendations: NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Graduate/Tradesmen Certificate in welding & fabricating

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge welding Machines & welding rods
- Gas bottles
- Oxy & mic welding

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

18/03/19

**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

) Ben  
28/03/19

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 011</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Artisan, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Artisan</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Works Supervisor</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as an Artisan in the Building and Maintenance & Technical services division and is responsible for any manual work and to assist in any work required by the supervisors

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

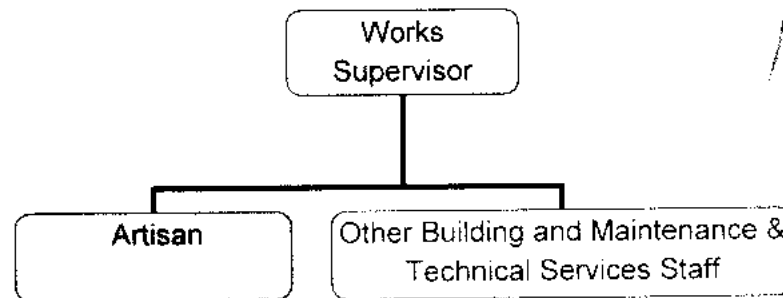
- Assist in any field of job that is required of or in need of assistant.
- Help mechanics and drivers in refuelling of vehicle or changing of tyres
- Help carpenters when there is major renovations to be done within the Parliament building
- Help the plumber in doing any plumbing work or re-gassing of C- block cooking gas
- Assist Electricians when there is a major electrical fault
- Attend any urgent matters as required by the Director

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Works Supervisor, Assistant Director - Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services Division the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder





## 5.2 Internal:

- Attend to any areas that required manual labour for assistant
- Assist in any urgent matters as required by the Director

## 5.3 External: NA

## 5.4 Work Environment

This position is an Artisan position and the incumbent for this position is required to provide quality and professional manual labour skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- A Graduate or Tradesmen's Certificate on any of the Works or Technical Trades

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge of various trades

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

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28/06/19

**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



*Sen  
24/03/18*

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 012</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Plumber, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Plumber</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Works supervisor</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Senior Plumber in the Building and Maintenance Division and is responsible for all Plumbing work within and around the building and Parliament premises.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 1 Staff  
**Others:** NA

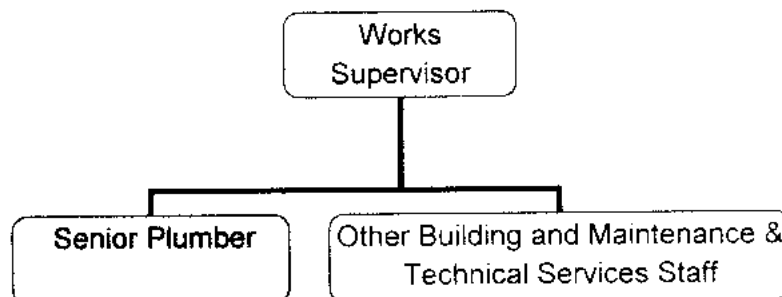
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Maintain and replace all broken water pipes and leaking taps
- Unblock any grease or water blockages
- Check and make sure there is always water in the building at all times
- Read water and Sprinkler gauges and maintain fire hydrant system
- Check and maintain the roof and gutter system
- Check, maintain and re-gas gas chamber for cooking at C block
- Check and maintain the hot water system at C block
- Write monthly report to the works supervisor
- Attend to any urgent matter that may arise or may be requested by the management

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

- This position reports to the Works Supervisor, Assistant Director - Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services Division the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Attend to any plumbing work
- Tend to refuelling of gas for the kitchen

### 5.3 External: NA

### 5.4 Work Environment

- This position is a senior position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Graduate/Tradesmen certificate in Plumbing
- A tradesman Plumbing Licence is acceptable

### 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all plumbing work
- LPG
- Oxy & mic welding

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

J. B. Miller  
28/03/19

#### 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 Senior  
28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 013</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Plumber NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Plumber</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Plumber</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Plumber in the Building and Maintenance Division and is responsible for all Plumbing work within the Parliament building and around Parliament premises

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

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

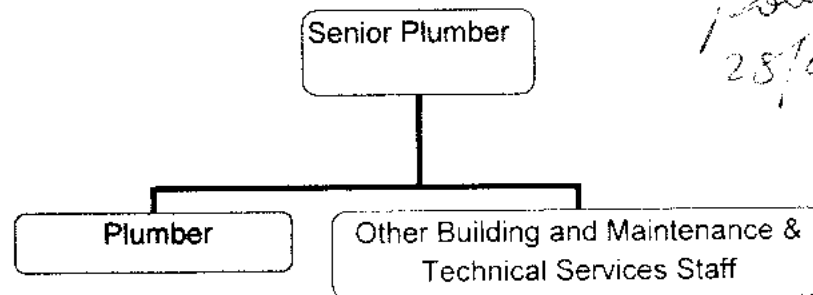
5.

- Maintain and replace all broken water pipes and leaking taps
- Unblock any grease or water blockages
- Check and make sure there is always water in the building at all times
- Read water and Sprinkler gauges and maintain fire hydrant system
- Check and maintain the roof and gutter system
- Check, maintain and re-gas gas chamber for cooking at C block
- Check and maintain the hot water system at C block
- Attend to any urgent matter that may arise or may be requested by the management

**6. NATURE AND SCOPE:**

**6.1 Reporting Relationship**

- This position reports to the Senior Plumber, Works Supervisor, Assistant Director - Building and Maintenance Services and then to the Director - Building and Maintenance & Technical Services Division the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



**5.2 Internal:**

- Attend to any plumbing work
- Tend to refuelling of gas for the kitchen

**5.3 External:** NA

**5.4 Work Environment**

- This position is a plumbing position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

**5.6 Challenges**

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

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

**6.1 Qualification**

- Graduate/Tradesmen certificate in Plumbing
- A tradesman Plumbing Licence is acceptable

**6.2 Experience**

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

**6.3 Knowledge**

- Excellent knowledge of all plumbing work
- LPG
- Oxy & mic welding

**6.4 Skills**

- Team oriented
- Language skills
- Work under minimum supervision

**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

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Date

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28/03/19





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

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*28/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 014</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Painter Decorator, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Painter Decorator</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Works Supervisor</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Senior Painter Decorator in the Building and Maintenance Division and is responsible for all painting and decorating work within and around the Parliament Precincts.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** 2 Staff  
**Others:** NA

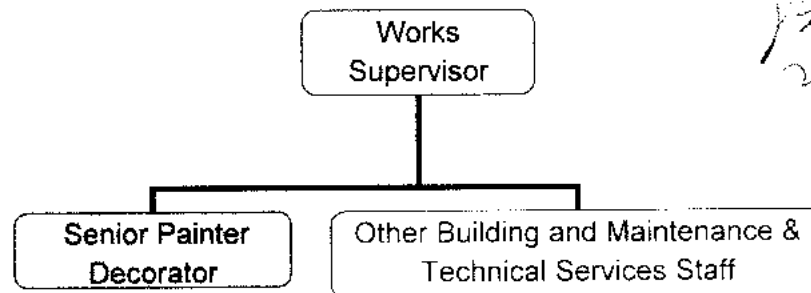
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Repaint the walls of the building requiring painting
- Vanish walls and furniture around the building
- Apply vanish to repaired furniture
- Repaint the perimeter fence and all minor fencing around the precincts
- Mark parking lines in all of the carparks
- Repaint light posts within the parliament premises
- Attend to any task requested by the Directors or the Executive division
- Write monthly report to the works supervisor

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports Works Supervisor, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



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28/03/19

## 5.2 Internal:

- Attend to any work that needs painting or decorating around the building
- Assist staff in painting the offices

## 5.3 External:

- Liaise with appropriate companies for supplies

## 5.4 Work Environment

- This position is a senior position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- A Graduate and preferred Grade 12 Certificate

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge of different types of paints.
- Type of brushes
- Using vanish

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

**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

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Date

*How*  
*28/03/19*



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*12/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 015</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Painter Decorator, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Painter Decorator</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Painter Decorator</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Painter Decorator in the Building and Maintenance Division and is responsible for all painting and decorating work within and around the Parliament Precincts.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

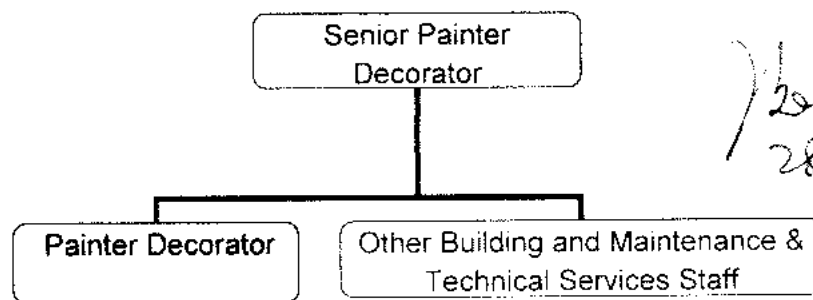
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Repaint the walls of the building requiring painting
- Vanish walls and furniture around the building
- Apply vanish to repaired furniture
- Repaint the perimeter fence and all minor fencing around the precincts
- Mark parking lines in all of the carparks
- Repaint light posts within the parliament premises
- Attend to any task requested by the Directors or the Executive division

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports to the Senior Painter decorator, Works Supervisor, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



2019  
28/03/19

## 5.2 Internal:

- Attend to any work that needs painting or decorating around the building
- Assist staff in painting the offices

## 5.3 External: NA

## 5.4 Work Environment

This position is a painter and decorator position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- A Graduate and preferred Grade 12 Certificate

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge of different types of paints.
- Type of brushes
- Using vanish

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

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

*/hem*  
28/03/19



1/28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 016</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Painter Decorator, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Painter Decorator</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Painter Decorator</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Painter Decorator in the Building and Maintenance Division and is responsible for all painting and decorating work within and around the Parliament Precincts.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

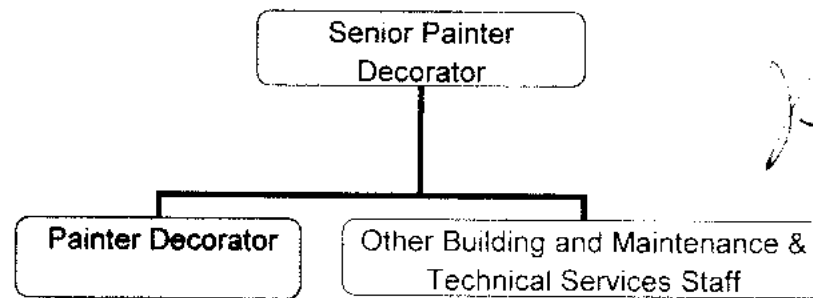
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Repaint the walls of the building requiring painting
- Vanish walls and furniture around the building
- Apply vanish to repaired furniture
- Repaint the perimeter fence and all minor fencing around the precincts
- Mark parking lines in all of the carparks
- Repaint light posts within the parliament premises
- Attend to any task requested by the Directors or the Executive division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Senior Painter decorator, Works Supervisor, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



*Ben*  
28/03/19

## 5.2 Internal:

- Attend to any work that needs painting or decorating around the building
- Assist staff in painting the offices

## 5.3 External: NA

## 5.4 Work Environment

This position is a painter and decorator position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand industrial trades and safety regulations.

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- A Graduate and preferred Grade 12 Certificate

## 6.2 Experience

- 3 - 5 years of experience in similar position in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent knowledge of different types of paints.
- Type of brushes
- Using vanish

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision



**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.

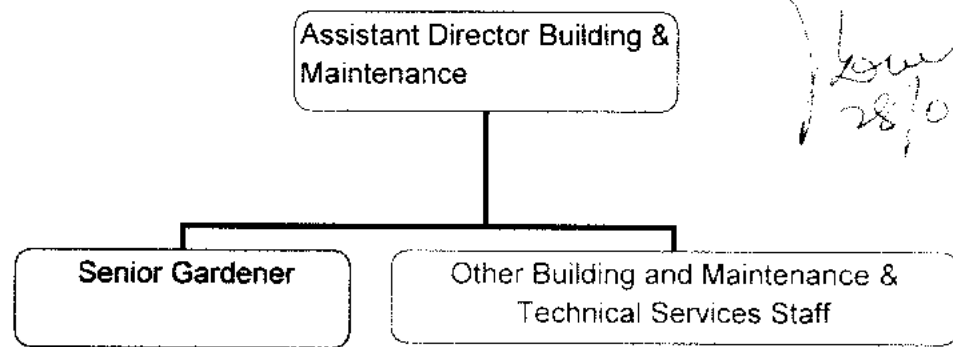
.....  
Signature  
Employer (or its delegate)

.....  
Signature  
Employee

.....  
Date

.....  
Date

*[Handwritten Signature]*  
28/03/19



## 5.2 Internal:

- Attend to any gardening requirements
- Landscaping within the parliament premises

## 5.3 External:

- Liaise with flower pot sellers and other landscaping individual or companies for necessary assistant.

## 5.4 Work Environment

This position is a senior position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- A Graduate and preferred Grade 10 Certificate

## 6.2 Experience

- 3 - 5 years of gardening experience in similar position in a recognised organization is highly regarded.

## 6.3 Knowledge

- Excellent knowledge of plants
- Landscaping and beautification

## 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

**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

*[Signature]*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Handwritten:* 28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 018</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Gardener, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Gardener</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Gardener</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Gardener in the Building & Maintenance and Technical Services Division and is responsible for all work relating to gardening.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

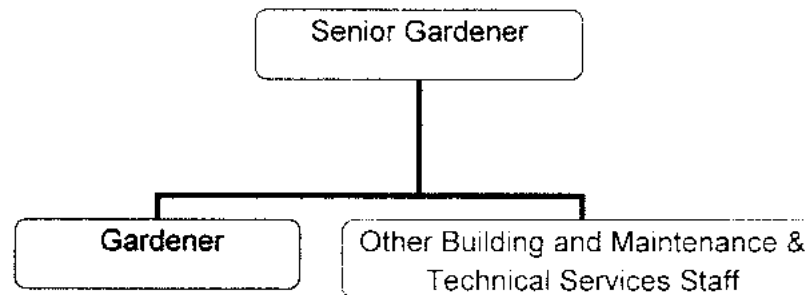
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Make flower beds and plant new flowers
- Do landscaping around the parliament premises
- Cut grass and mow the lawn around the parliament
- Trim overgrown plants & flowers
- Remove rubbish around the parliament
- Rake and remove grass cuttings
- Improve the Outdoor image the areas around the Parliament
- Water the lawn and plants
- Weed flower beds and walk ways

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports to the Senior Gardener, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



**5.2 Internal:**

- Attend to any gardening requirements
- Landscaping within the parliament premises

*J. Bower*  
28/03/19

**5.3 External: NA**

**5.4 Work Environment**

This position is a gardener position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

**5.6 Challenges**

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

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

**6.1 Qualification**

- A Graduate and preferred Grade 10 Certificate

**6.2 Experience**

- 3 - 5 years of gardening experience in similar position in a recognised organization is highly regarded.

**6.3 Knowledge**

- Excellent knowledge of plants
- Landscaping and beautification

**6.4 Skills**

- Team oriented
- Language skills
- Work under minimum supervision

**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

*Done*  
*28/03/19*



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*How*  
*28/03/19*

**1. IDENTIFICATION**

POSITION NUMBER:

**BMS 019**

DEPARTMENT:

**Parliamentary Service**

DESIGNATION/CLASSIFICATION:

**Gardener, NPU2**

DIVISION:

**Parliamentary Corporate & Support Service**

LOCAL DESIGNATION:

**Gardener**

BRANCH:

**Building & Maintenance & Technical Services**

REPORTING TO:

**Senior Gardener**

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

**2. PURPOSE:**

Perform as a Gardener in the Building & Maintenance and Technical Services Division and is responsible for all work relating to gardening.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

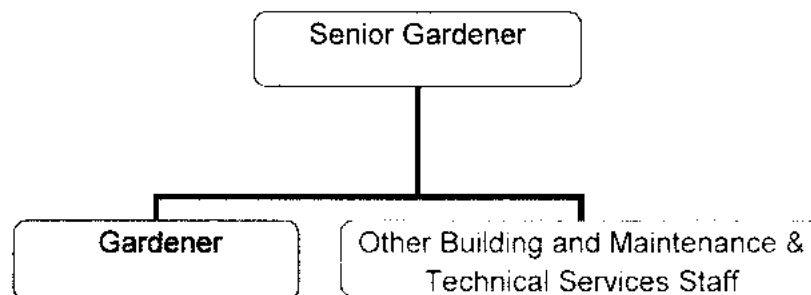
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Plant new flowers
- Do landscaping around the parliament premises
- Cut grass and mow the lawn around the parliament
- Trim overgrown plants & flowers
- Remove rubbish around the parliament
- Rake and remove grass cuttings
- Improve the Outdoor image the areas around the Parliament
- Water the lawn and plants
- Weed flower beds and walk ways

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports to the Senior Gardener, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



**5.2 Internal:**

- Attend to any gardening requirements
- Landscaping within the parliament premises

*Lower  
28/03/19*

**5.3 External: NA**

**5.4 Work Environment**

This position is a gardener position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality of professional conduct.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

**5.6 Challenges**

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

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

**6.1 Qualification**

- A Graduate and preferred Grade 10 Certificate

**6.2 Experience**

- 3 - 5 years of gardening experience in similar position in a recognised organization is highly regarded.

**6.3 Knowledge**

- Excellent knowledge of plants
- Landscaping and beautification

**6.4 Skills**

- Team oriented
- Language skills
- Work under minimum supervision



**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

*John*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*25/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 020</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Supervisor – Cleaning Team 1, NP01</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Supervisor – Cleaning Team 1</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Director Building &amp; Maintenance</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner Supervisor in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all toilets, offices, corridors, windows and the building as a whole.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** 9 Staff  
**Others:** NA

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

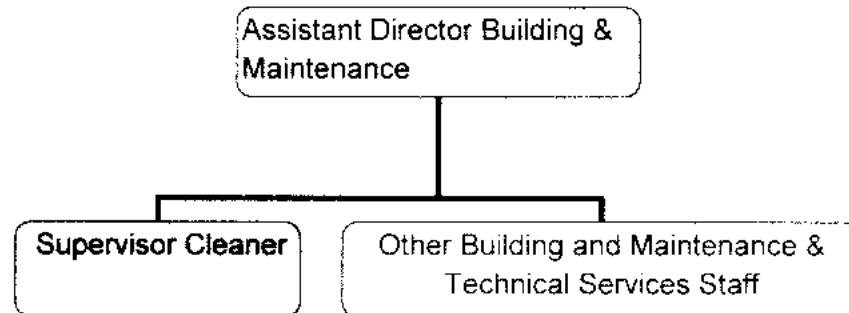
**5.**

- Supervise all Cleaners and write monthly reports
- Clean and mop Members offices, staff offices and conference rooms and corridors
- Remove rubbish from office & toilet bins and wash bins
- Distribute of cleaning chemicals, cleaning items and toiletries
- Clean all stair ways, links and walk ways between buildings and polish the outside tiles
- Check and clean all toilets, corridor walls and windows (Exterior and interior)
- Clean & mop all corridors and buff the floor tiles
- Report any urgent matters regarding cleaning to the Director
- Assist with task given by the Director and/or the management
- Keep records of cleaning items and do roster for the cleaners

## 6. NATURE AND SCOPE:

### 6.1 Reporting Relationship

This position reports to the Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

*Lower*  
*28/07/19*

### 5.3 External:

- Liaise with relevant companies for chemicals and supplies

### 5.4 Work Environment

This position is a supervisor position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher or other related Certificates

### 6.2 Experience

- 3 - 5 years of supervisory role in cleaning or in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Done*  
*28/03/19*



*John*  
*28/03/19*

**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 021</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

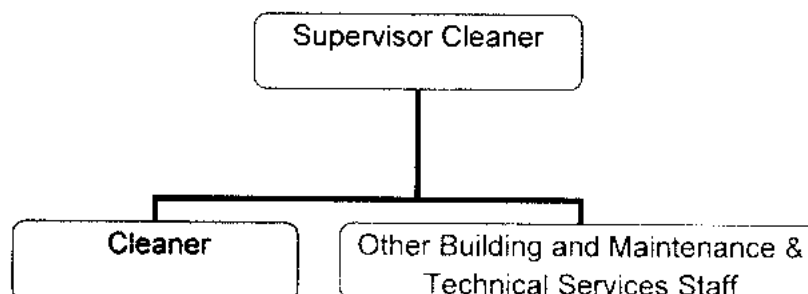
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*Boon*  
28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*J. Jones*  
28/03/19



1/28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 022</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

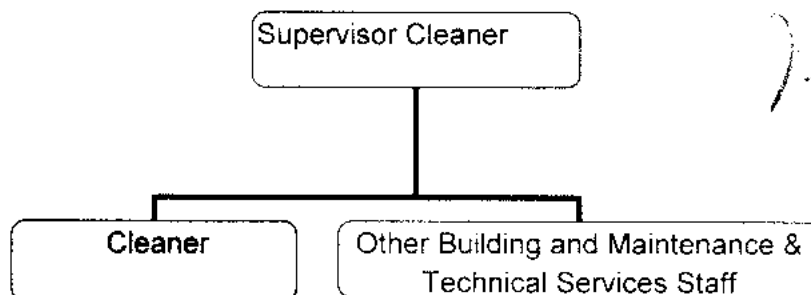
- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*30w*  
*28/03/19*

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations
-

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Low*  
28/03/19



## PARLIAMENTARY SERVICE JOB DESCRIPTION

*Handwritten:*  
28/03/19

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 023</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

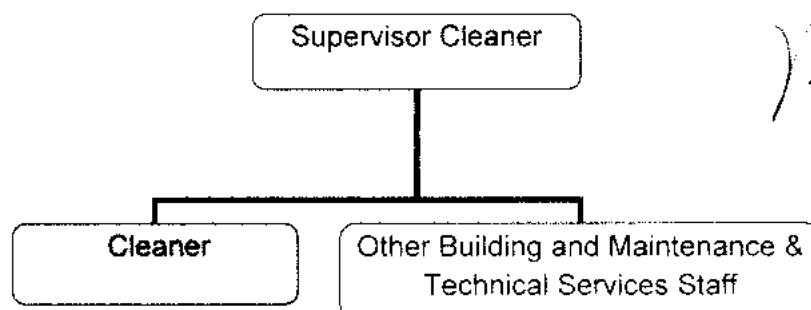
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*Handwritten signature and date:*  
28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientiously 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**

*Bone*  
128/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 024</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor – Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

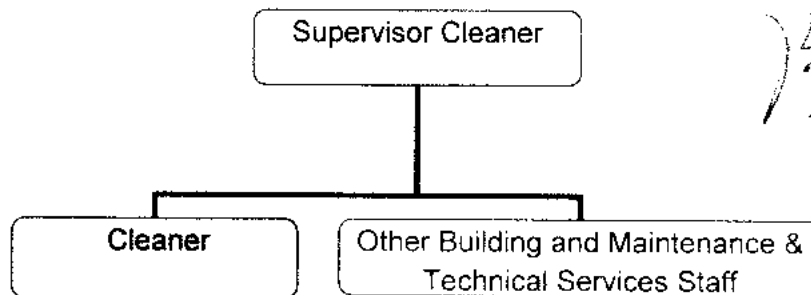
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



28/03/19

5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

5.3 External: NA

5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Prefer Grade 10 and higher

6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Lower*  
*28/03/19*





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*ADW*  
**28/03/19**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 025</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

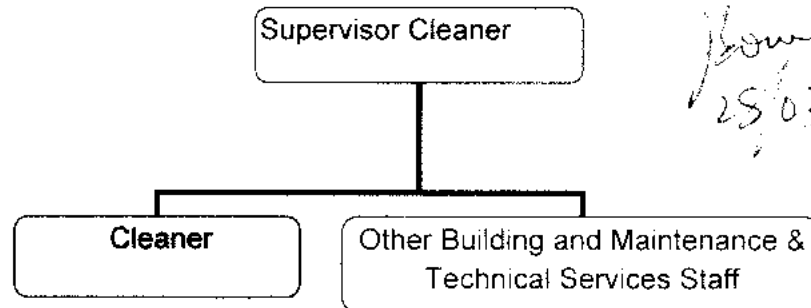
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*How*  
*28/03/19*



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Handwritten:* 28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 026</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

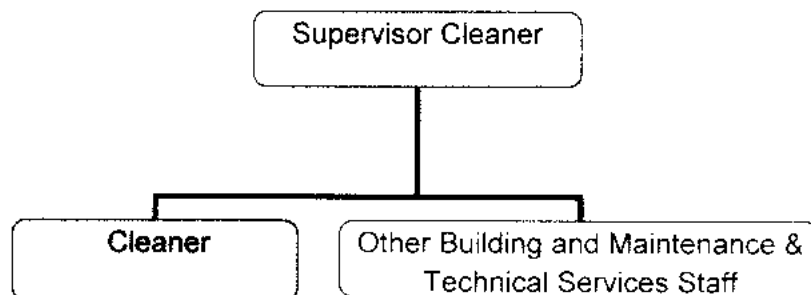
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

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*28/03/19*

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Y. Chow*  
*28/03/19*



## PARLIAMENTARY SERVICE JOB DESCRIPTION

*Yonov*  
*28/03/19*

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 027</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

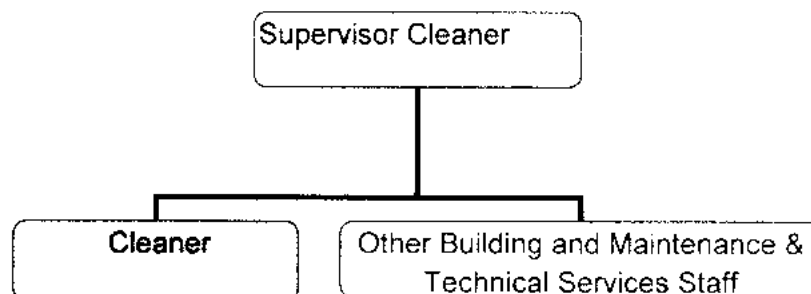
5.

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 6. NATURE AND SCOPE:

### 6.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

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28/03/19

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations



#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Bone*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*None*  
*28/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 028</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

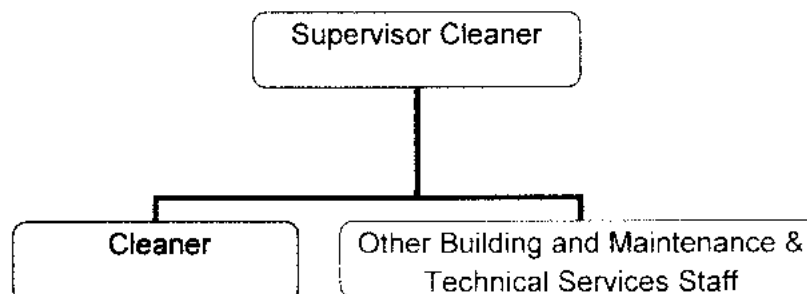
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

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28/03/19

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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]*  
25/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Law*  
*28/03/18*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 029</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaning Team 1</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

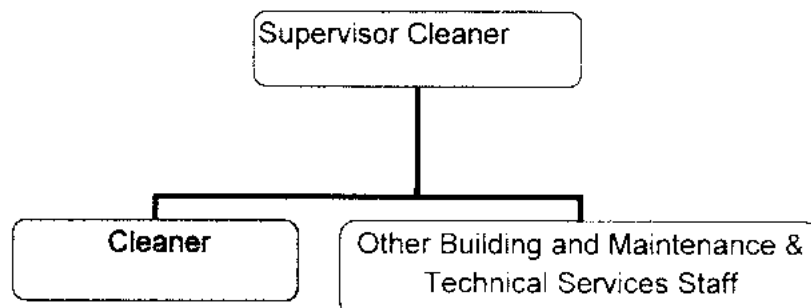
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

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28/03/19

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*/kane*  
28/03/19



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25/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 030</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Supervisor – Cleaning Team 2, NP01</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Supervisor – Cleaning Team 2</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Director Building &amp; Maintenance</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner Supervisor in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all toilets, offices, corridors, windows and the building as a whole.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 9 Staff  
**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

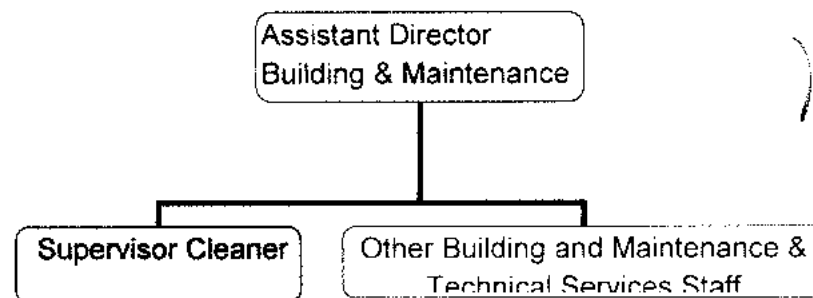
- Supervise all Cleaners and write monthly reports
- Clean and mop Members offices, staff offices and conference rooms and corridors
- Remove rubbish from office & toilet bins and wash bins
- Distribute of cleaning chemicals, cleaning items and toiletries
- Clean all stair ways, links and walk ways between buildings and polish the outside tiles
- Check and clean all toilets, corridor walls and windows (Exterior and interior)
- Clean & mop all corridors and buff the floor tiles
- Report any urgent matters regarding cleaning to the Director
- Assist with task given by the Director and/or the management
- Keep records of cleaning items and do roster for the cleaners



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



Done  
25/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External:

- Liaise with relevant companies for chemicals and supplies

### 5.4 Work Environment

This position is a supervisor position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher or other related Certificates

### 6.2 Experience

- 3 - 5 years of supervisory role in cleaning or in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Y. Son*  
*28/03/15*



128/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 031</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor – Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

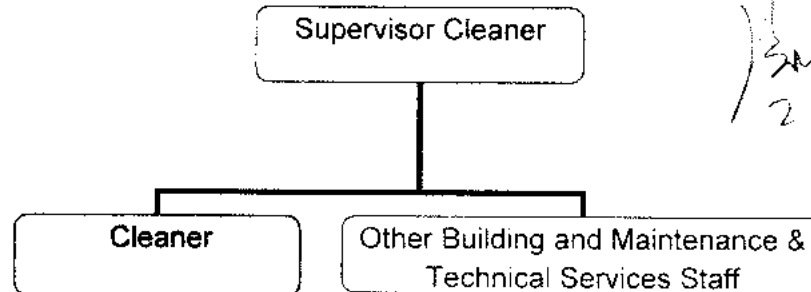
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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**

1/20/19  
28/03/19

**1. IDENTIFICATION**

	POSITION NUMBER: <b>BMS 032</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Cleaner</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

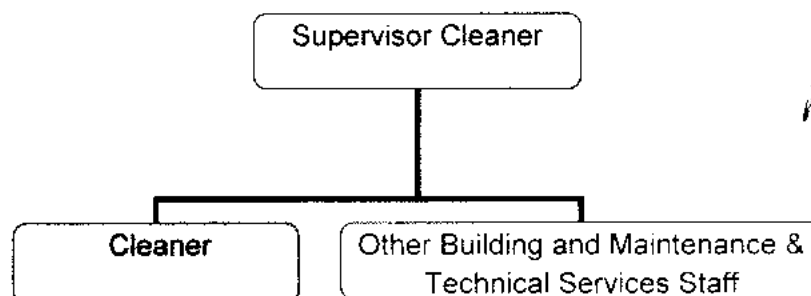
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*How*  
28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*How*  
28/03/19





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Handwritten:* 15/03/19

**1. IDENTIFICATION**

POSITION NUMBER: <b>BMS 033</b>	
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Cleaner</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

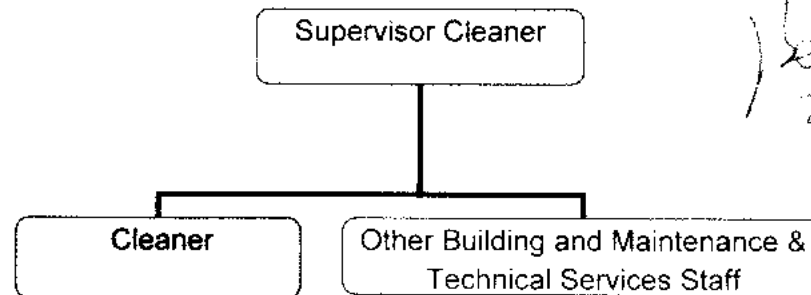
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*28/03/19*

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*28/03/19*

### 1. IDENTIFICATION

POSITION NUMBER: <b>BMS 034</b>	
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Cleaner</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

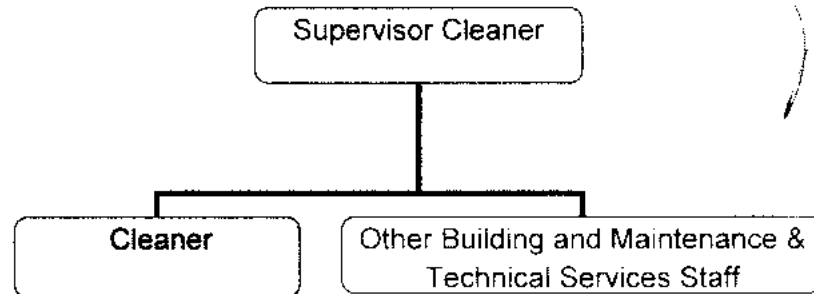
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*Done*  
28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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**

*Handwritten:*  
1/28/08/19  
11

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 035</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

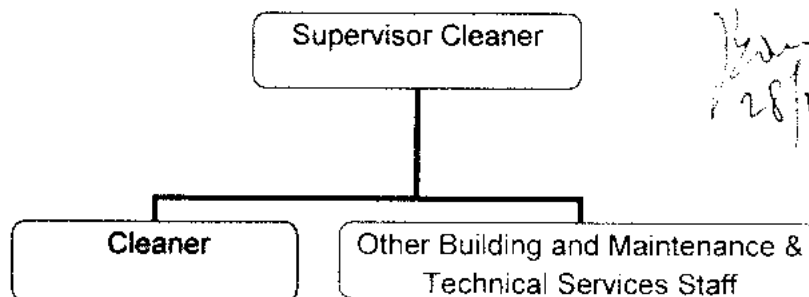
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations



#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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**

*John Doe*  
28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 036</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaning</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

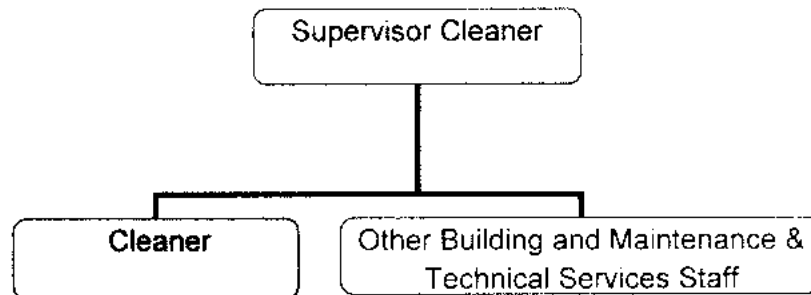
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

*Handwritten signature*  
28/03/19

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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



1307  
28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 037</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

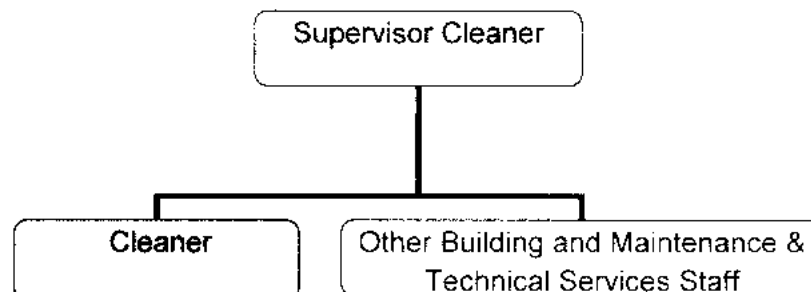
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

*J/low*  
28/03/19

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*J. Son*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*How*  
28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 038</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

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

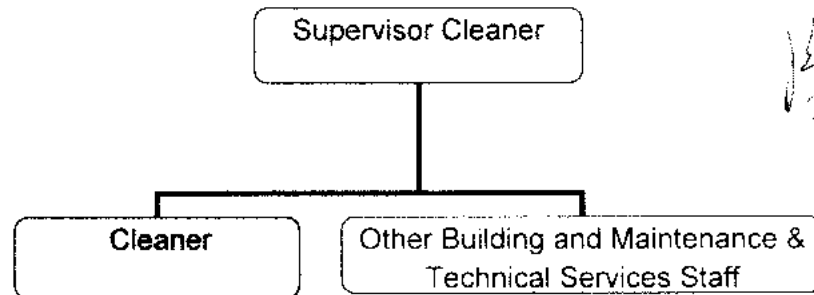
- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



*Handwritten:* 28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date

John  
28/03/15



Handwritten signature and date: 28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 039</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

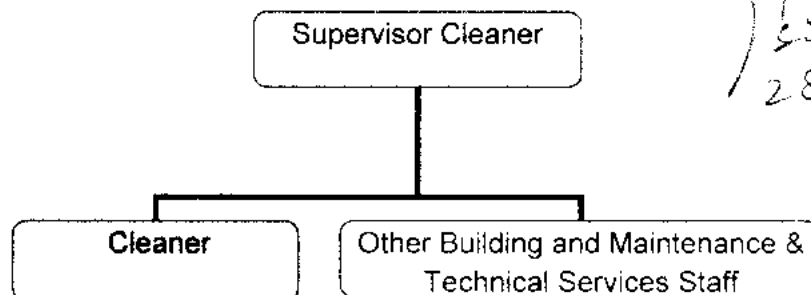
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



1/25/19  
28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*/s/ [Signature]*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*28/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 040</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Supervisor – Cleaning Team 3, NP01</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Supervisor – Cleaning Team 3</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Director Building &amp; Maintenance</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner Supervisor in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all toilets, offices, corridors, windows and the building as a whole.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** 9 Staff  
**Others:** NA

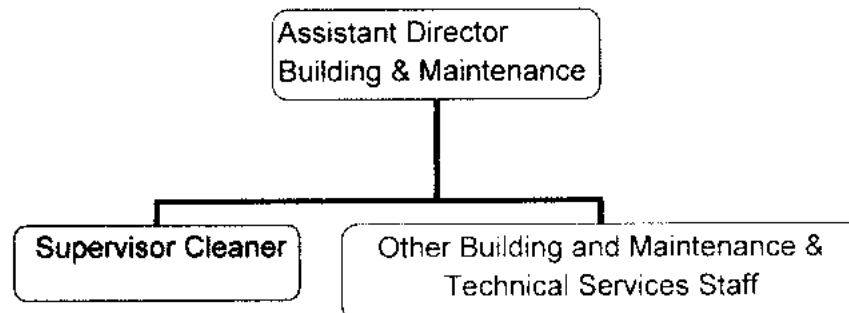
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Supervise all Cleaners and write monthly reports
- Clean and mop Members offices, staff offices and conference rooms and corridors
- Remove rubbish from office & toilet bins and wash bins
- Distribute of cleaning chemicals, cleaning items and toiletries
- Clean all stair ways, links and walk ways between buildings and polish the outside tiles
- Check and clean all toilets, corridor walls and windows (Exterior and interior)
- Clean & mop all corridors and buff the floor tiles
- Report any urgent matters regarding cleaning to the Director
- Assist with task given by the Director and/or the management
- Keep records of cleaning items and do roster for the cleaners

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

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### 5.3 External:

- Liaise with relevant companies for chemicals and supplies

### 5.4 Work Environment

This position is a supervisor position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher or other related Certificates

### 6.2 Experience

- 3 - 5 years of supervisory role in cleaning or in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*How*  
28/03/19





## PARLIAMENTARY SERVICE JOB DESCRIPTION

*Done*  
*28/03/19*

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 041</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

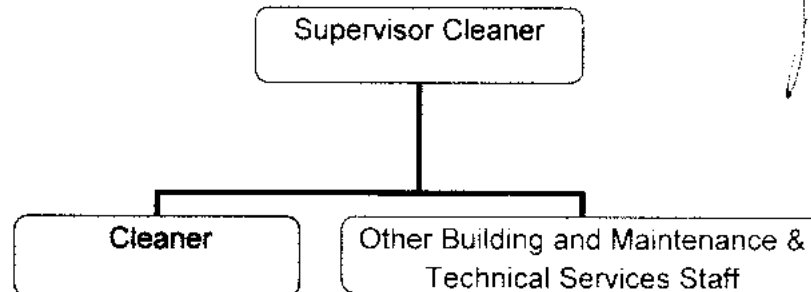
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Bonny*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Donor*  
*28/03/19*

**1. IDENTIFICATION**

POSITION NUMBER: <b>BMS 042</b>	
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Cleaner</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

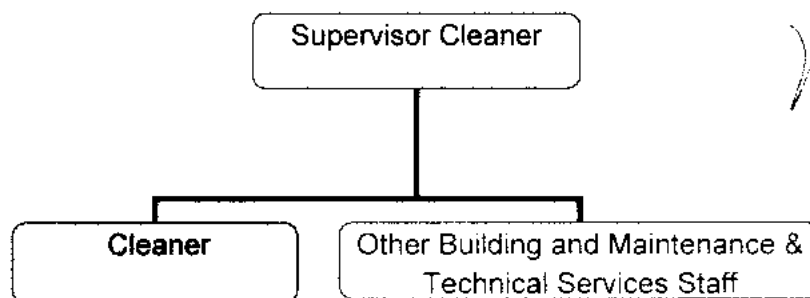
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*John*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Handwritten:* 1/28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 043</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

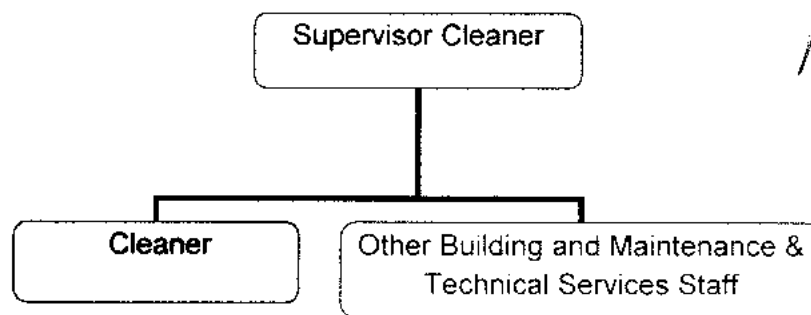
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals



- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*/honor*  
*28/03/19*



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*Handwritten:* 28/03/15

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 044</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

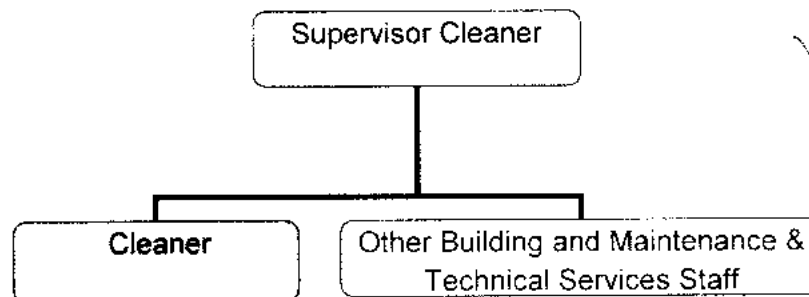
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

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28/03/19



28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 045</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

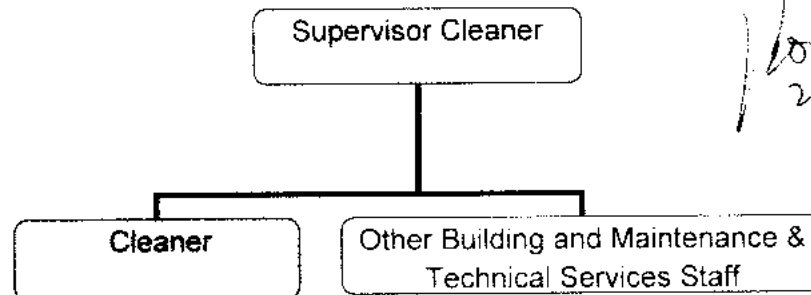
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



1/lowy  
28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*Yong*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*kan*  
*28/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 046</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

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

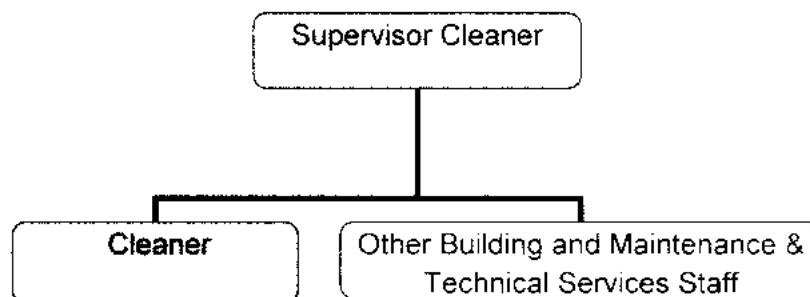
- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

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28/03/19

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

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Date

.....  
Date

*Handwritten:*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 047</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

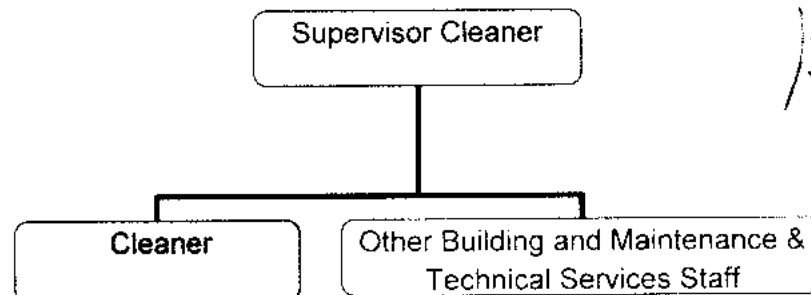
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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



28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 048</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

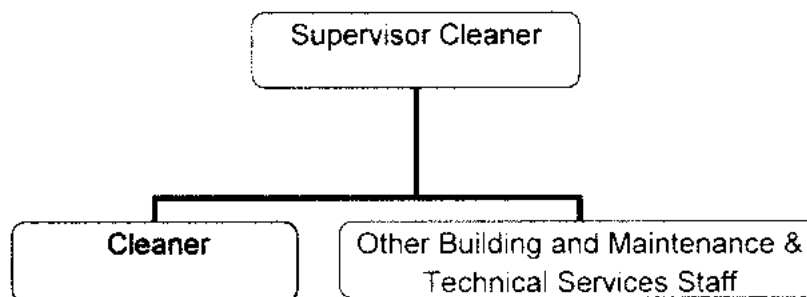
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

*1/28/03/19*

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

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28/03/19





28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 049</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Cleaner, NPU2</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Cleaner</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor - Cleaner</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Cleaner in the Building and Maintenance & Technical Services Division and is responsible for the cleanliness of all offices, toilets, corridors and the building as a whole.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

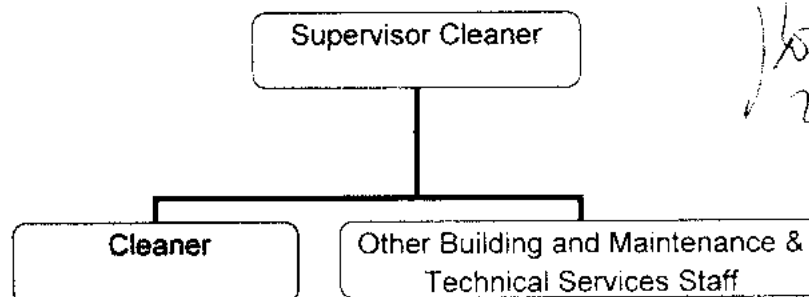
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Report any matters required for cleaning to the Cleaner Supervisor
- Clean and mop Members and staff offices and corridors
- Remove rubbish from office bins
- Clean and vacuum the chamber carpet
- Clean toilets, corridor walls and windows
- Clean and mop the conference rooms
- Clean all links and walk ways between buildings
- Clean stair ways and polish the outside tile
- Wash rubbish bins and dirty mops
- Assist with task given by the Cleaner Supervisor or Director

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Supervisor Cleaner, Assistant Director - Building & Maintenance and then to the Director - Building and Maintenance & Technical Services and the incumbent works with the staff within the division to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder



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28/03/19

### 5.2 Internal:

- Cleaning of staff offices and corridors in the building
- Cleaning of members offices and corridors

### 5.3 External: NA

### 5.4 Work Environment

This position is a cleaner position and the incumbent for this position is required to provide quality and professional skills. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services to the organisation.
- Meet deadlines of the immediate Supervisor and the higher management.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Prefer Grade 10 and higher

### 6.2 Experience

- 3 - 5 years of cleaning experience in similar position in other recognised organizations is highly regarded.

### 6.3 Knowledge

- Cleaning apparatus
- Cleaning chemicals
- Safety regulations

#### 6.4 Skills

- Team oriented
- Language skills
- Work under minimum supervision

#### 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

*J. Wong*  
28/03/19



28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 050</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Assistant Director – Technical Services, NP11</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Assistant Director – Technical Services</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Build &amp; Maintenance &amp; Technical Services</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

- Perform as Assistant Director to the Director Building and Maintenance & Technical Services in charge of the administration of the Technical Services. These services play a vital role in providing efficient services to this very high institution which include; Technical, Electrical and the Air Condition & Refrigeration and the Transport Services
- Responsible for all matters relating to each of the sections under the Technical Services that require attention and Technical Services staff needs.

### 3. DIMENSION:

**Budget:** NA

**Staff:** 21 staff including Technicians, Electricians, Refrigeration Mechanics, Mechanics and Transport with 4 reporting directly

**Others:** These 4 Sections under the Technical Services play important roles to the institution and they are to function effectively in order to provide efficient services. Adequate funding is required

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

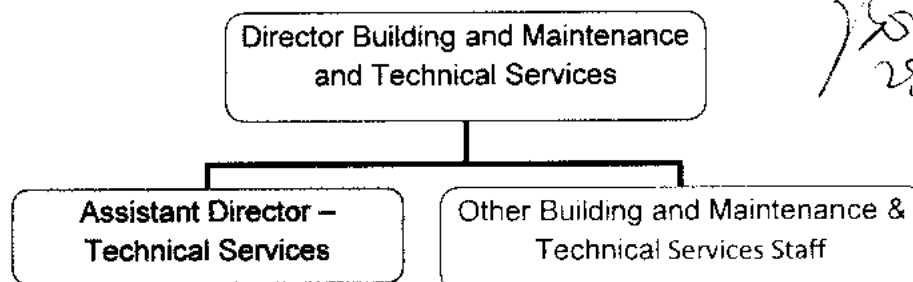
- Deputise and assist in administration of the division on matters relating to Technical Services
- Provide efficient information on matters relating to Technical Services
- Maintain records of equipment used by each of the sections
- Develop strategies and work plan for each sections so that quality outcome is achieved
- Attend to Technical staff matters and needs.
- Ensure appropriate services are provided by each section

- Ensure all Technical Staff provide efficient services and also follow safety rules
- Assist members of parliament, their staff and the Parliamentary staff on queries relating to Technical Services
- Do inventory on all technical items used and place order for new stock
- Perform any other duties that is required by the Director or the Management

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Director – Building & Maintenance and Technical Services and the incumbent works laterally with the staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown in this graphical form hereunder.



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28/03/19

### 5.2 Internal:

- Assist the Director - Building and Maintenance & Technical Services in administrative duties for the Technical Services
- Report to the Director - Building and Maintenance & Technical Services on issues affecting the Technical Services
- Attend to queries relating to Technical Services raised by the Members of Parliament, their staff and the Parliamentary Services Staff

### 5.3 External:

- Liaise with suppliers and spare part dealers for supplies and parts
- Negotiate with contractors for efficient and quality services

### 5.4 Work Environment

This position is an Assistant Director position and the incumbent for this position is required to provide proper office administrative procedures and skills. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand industrial trades and safety regulations.
- Understand the Parliamentary Services Act

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Delivery of high standard Technical Services for the institution
- Meet deadlines by the Director on any issues that are related to the sections
- Adequate funding for these sections

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

**6.1 Qualification**

- Degree in either Electronics and communication Engineering, Electrical Engineering or Refrigeration Mechanic or relevant trade

**6.2 Experience**

- 5 - 10 years of experience in similar environment and conditions in other organizations is highly regarded.

**6.3 Knowledge**

- Excellent knowledge of all different Technical Services trades
- Function for each of the Sections under the Technical Services
- Deep understanding of each of the sections functions

**6.4 Skills**

- Computer skills
- Language skills
- Team oriented
- Excellent negotiation and representational skills.

**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**

*1/10/15*  
*28/03/15*

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> <b>Parliamentary Service</b>		<b>POSITION NUMBER:</b> <b>BMS 051</b>
<b>DIVISION:</b> <b>Parliamentary Corporate &amp; Support Service</b>		<b>DESIGNATION/CLASSIFICATION:</b> <b>Supervisor, Transport Service, NP09</b>
<b>BRANCH:</b> <b>Building &amp; Maintenance &amp; Technical Services</b>		<b>LOCAL DESIGNATION:</b> <b>Transport Supervisor</b>
<b>LOCATION:</b> <b>Parliament House, Waigani, NCD</b>		<b>REPORTING TO:</b> <b>Assistant Director Technical Services</b>
		<b>INCUMBENT:</b>

**HISTORY OF POSITION**

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

**2. PURPOSE:**

- Perform as the person in charge of all Transport within the organisation. Supervise operations of the Transport Section, keep records and maintain the Parliament fleet.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** 8 staff including two mechanics and six drivers  
**Others:** NA

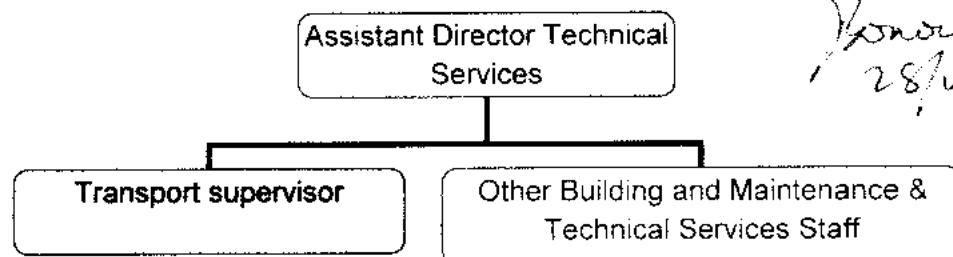
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Keep accurate record of all Parliament fleet
- Check all vehicle conditions
- Organise transport for staff
- Check and order fuel for vehicles
- Obtain quotations for spare parts for vehicles
- Organise drivers for daily official runs
- Do duty roster for drivers
- Do accident and damage reports for vehicles to the Director
- Renew registration and safety stickers for Parliament fleet
- Attend to any request from Director - Building and Maintenance & Technical Services or the Executive Division

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Assistant Director – Technical Services and the incumbent works laterally with the staff within the parliamentary services and members of parliament & their staff to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Assist in providing transport and drivers to the organisation
- Record and care for all parliamentary vehicles.
- Maintain and repair all Parliamentary Vehicle.

### 5.3 External:

- Liaise with car dealers and other spare part dealers for parts and supplies

### 5.4 Work Environment

- This position is a supervisors' position and the incumbent for this position is required to facilitate proper records and well maintained vehicles. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand traffic rules and safety regulations.

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Deliver high standard Transport Service.
- Meet deadlines set by the management

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 12 certificate and qualified Tradesmen mechanic certificate

### 6.2 Experience

- 3 - 5 years of experience in transport supervisory role in other reputable organizations is highly regarded.



### 6.3 Knowledge

- Excellent understanding vehicles
- Organise and arrange Transport (official and protocol)

### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Excellent negotiation and representational skills.

## 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

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Date

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28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

*28/03/19*

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 052</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Chauffeur (Speaker's Office), NP 6</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Chauffeur (Speaker's Office)</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor – Transport Service</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as Senior Driver with the Transport Section within the Building and Maintenance & Technical Services Division to provide driving for Parliamentary Services

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

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

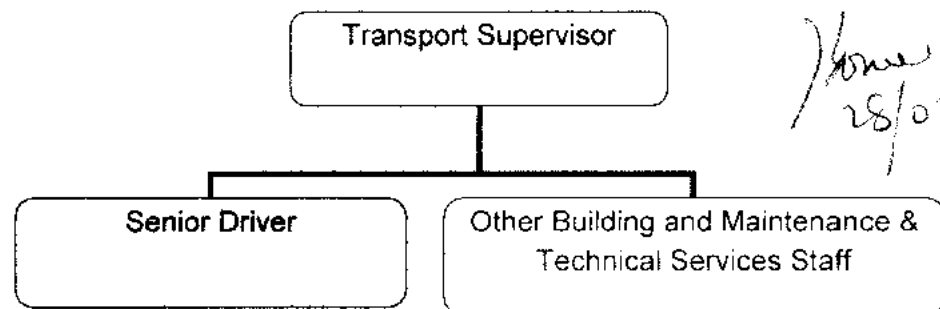
**5.**

- Check oil and water of vehicles every morning before driving.
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours.
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors

## 6. NATURE AND SCOPE:

### 6.1 Reporting Relationship

This position reports to the Transport Supervisor and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

### 5.3 External:

- Liaise with car dealers and other spare part dealers for parts and supplies

### 5.4 Work Environment

This position is a Senior Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

28/03/19

### 6.4 Skills

- Language skills
- Work under minimum supervision

## 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



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28/03/15

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 053</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Driver, NP03</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Driver</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Transport Supervisor</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Senior Driver with the Transport Section within the Building and Maintenance & Technical Services Division to provide driving for Parliamentary Services

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

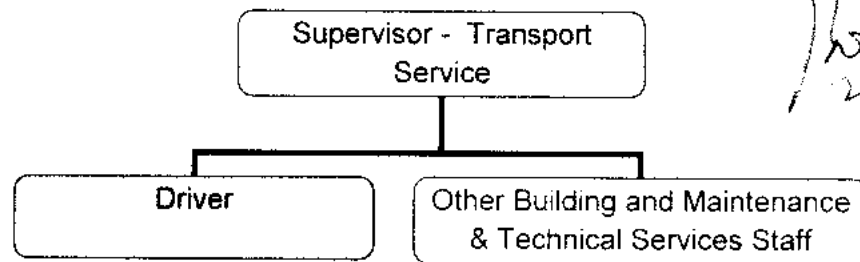
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Check oil and water of vehicles every morning before driving.
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours.
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Transport Supervisor and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

### 5.3 External:

- Liaise with car dealers and other spare part dealers for parts and supplies

### 5.4 Work Environment

This position is a Senior Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

### 6.4 Skills

- Language skills
- Work under minimum supervision

## 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



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28/03/19

**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 055</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Driver, NP03</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Driver</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Driver</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as Driver with the Transport Section within the Building and Maintenance Division to provide driving for Parliamentary Services

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

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

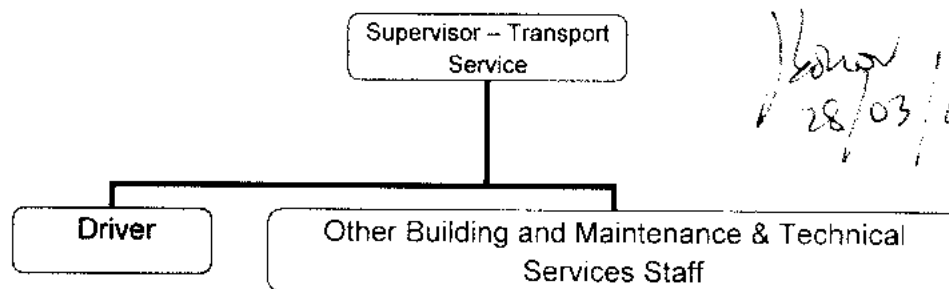
- Check oil and water of vehicles every morning before driving.
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours.
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Senior Driver and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

### 5.3 External: NA

### 5.4 Work Environment

This position is a Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

### 6.4 Skills

- Language skills
- Work under minimum supervision

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26/03/19

## 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**

*Howe*  
*28/03/19*

**1. IDENTIFICATION**

POSITION NUMBER:

**BMS 054**

DEPARTMENT:  
**Parliamentary Service**

DESIGNATION/CLASSIFICATION:

**Driver, NP03**

DIVISION:  
**Parliamentary Corporate & Support Service**

LOCAL DESIGNATION:

**Driver**

BRANCH:  
**Building & Maintenance & Technical Services**

REPORTING TO:

**Senior Driver**

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

**2. PURPOSE:**

Perform as Driver with the Transport Section within the Building and Maintenance Division to provide driving for Parliamentary Services

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

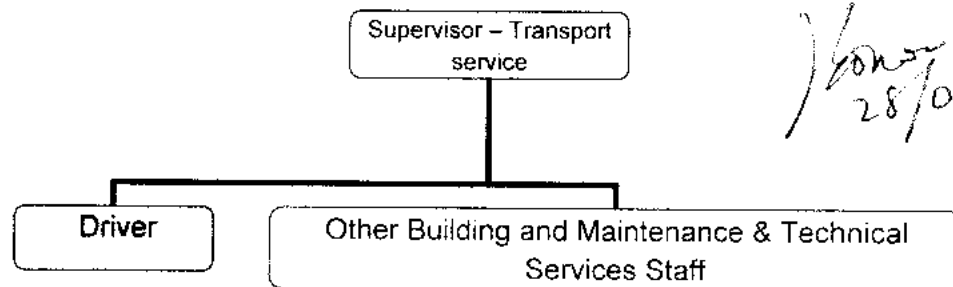
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Check oil and water of vehicles every morning before driving.
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours.
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Senior Driver and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

### 5.3 External: NA

### 5.4 Work Environment

This position is a Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

### 6.4 Skills

- Language skills
- Work under minimum supervision

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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Signature  
Employer (or its delegate)

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Signature  
Employee

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Date

.....  
Date

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*28/03/19*



18/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

POSITION NUMBER:

**BMS 056**

DEPARTMENT:

**Parliamentary Service**

DESIGNATION/CLASSIFICATION:

**Driver, NP03**

DIVISION:

**Parliamentary Corporate & Support Service**

LOCAL DESIGNATION:

**Driver**

BRANCH:

**Building & Maintenance & Technical Services**

REPORTING TO

**Supervisor – Transport Service**

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

### 2. PURPOSE:

Perform as Driver with the Transport Section within the Building and Maintenance Division to provide driving for Parliamentary Services

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

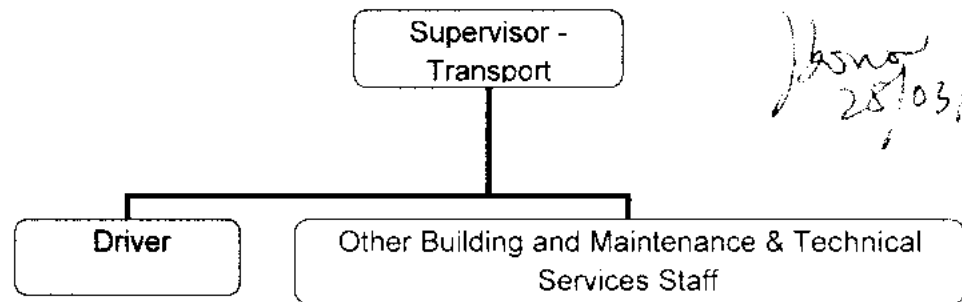
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Check oil and water of vehicles every morning before driving
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Senior Driver and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



## 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

## 5.3 External: NA

## 5.4 Work Environment

This position is a Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

**Decisions: NA**

**Recommendations: NA**

## 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

#### 6.4 Skills

- Language skills
- Work under minimum supervision

*Honey*  
*28/03*

#### 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**

Done  
28/03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 057</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Driver, NP03</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Driver</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor – Transport Service</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as Driver with the Transport Section within the Building and Maintenance Division to provide driving for Parliamentary Services

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

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

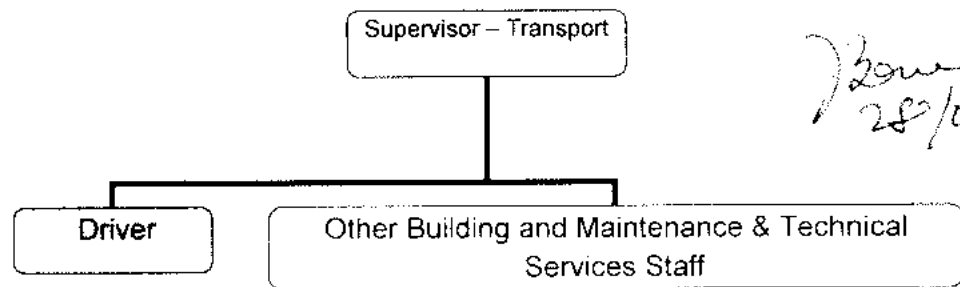
**5.**

- Check oil and water of vehicles every morning before driving.
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours.
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors

**6. NATURE AND SCOPE:**

**6.1 Reporting Relationship**

This position reports to the Senior Driver and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



*Done  
28/03/19*

## 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

## 5.3 External: NA

## 5.4 Work Environment

This position is a Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

### Decisions: NA

### Recommendations: NA

## 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

#### 6.4 Skills

- Language skills
- Work under minimum supervision

#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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Signature  
Employer (or its delegate)

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Signature  
Employee

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Date

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Date

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28/03/19



## PARLIAMENTARY SERVICE JOB DESCRIPTION

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28/03/19

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 058</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Mechanic, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Mechanic</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor – Transport Service</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Senior Mechanic with the Transport Section within the Building and Maintenance & Technical Services Division to provide mechanical expertise and services. Performs general mechanical duties and maintain and repair all Parliament motor vehicles.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

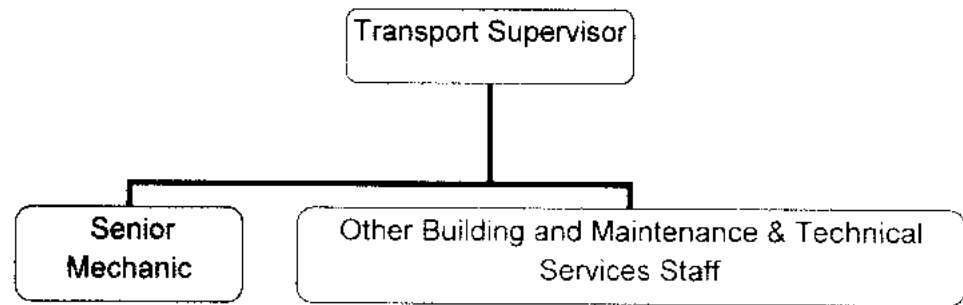
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep and update records of all vehicles
- Refuel vehicles
- Check vehicles before use every morning.
- Change clutch for vehicles
- Write incidents or damage vehicle reports
- Get quotations for vehicle spare parts
- Check the level of diesel every two (2) weeks
- Overhaul vehicle engines
- Replace brake shoes and pads
- Attend to request by the Director and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Transport Supervisor and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



#### 5.2 Internal:

- Provide mechanical tasks for Parliamentary Services.
- Maintain and repair all Parliament motor vehicles.

*Done*  
28/03/19

#### 5.3 External:

- Motor vehicle dealers and spare part dealers

#### 5.4 Work Environment

This position is a Senior Mechanic position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliamentary Services and the incumbent for this position is required to provide motor vehicle expertise for the organisation. It is vital that the incumbent must possess high quality of professional conduct.

#### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

#### 5.6 Challenges

- Delivery of high standard mechanical services for the institution
- Availability of parts for vehicles
- Cost saving ways of servicing vehicles

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

#### 6.1 Qualification

- Tradesmen Certificate or higher qualification in Motor Vehicle Mechanic

#### 6.2 Experience

- 3 - 5 years mechanical experience in other reputable organizations is highly regarded.

#### 6.3 Knowledge

- Excellent and sound knowledge of all types of vehicles
- Extensive knowledge of all motor vehicle engines

#### 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision
- Excellent motor vehicle trouble shooting skills

#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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Signature  
Employer (or its delegate)

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Signature  
Employee

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Date

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Date

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28/03/19



## PARLIAMENTARY SERVICE JOB DESCRIPTION

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28/03/19

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 059</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Mechanic, NP 06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Mechanic</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Mechanic</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Mechanic with the Transport Section within the Building and Maintenance Division to provide mechanical expertise and services. Performs general mechanical duties and maintain and repair all vehicles.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

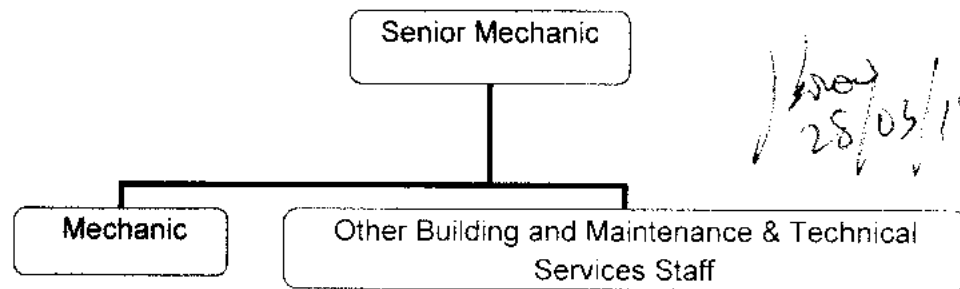
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep and update records of all vehicles
- Refuel vehicles
- Check vehicles before use every morning.
- Change clutch for vehicles
- Write incidents or damage vehicle reports
- Get quotations for vehicle spare parts
- Check the level of diesel every two (2) weeks
- Overhaul vehicle engines
- Replace brake shoes and pads
- Attend to request by the Director and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Senior Mechanic and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



## 5.2 Internal:

- Provide mechanical services for Parliamentary Services.
- Maintain and repair all Parliament motor vehicles.

## 5.3 External: NA

## 5.4 Work Environment

- This position is a Motor Mechanic position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliamentary Services and the incumbent for this position is required to provide motor vehicle expertise for the organisation. It is vital that the incumbent must possess high quality of professional conduct

## 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard mechanical services for the institution
- Availability of parts for vehicles
- Cost saving ways of servicing vehicles

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Tradesmen Certificate or higher qualification in Motor Vehicle Mechanic

## 6.2 Experience

- 3 - 5 years mechanical experience in other reputable organizations is highly regarded.

## 6.3 Knowledge

- Excellent and sound knowledge of all types of vehicles
- Extensive knowledge of all motor vehicle engines

## 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision
- Excellent motor vehicle trouble shooting skills



**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

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

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

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Signature  
Employee

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Date

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Date

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*28/03/19*



## PARLIAMENTARY SERVICE JOB DESCRIPTION

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28/03/19

### 1. IDENTIFICATION

<b>POSITION NUMBER:</b> <b>BMS 060</b>	
<b>DEPARTMENT:</b> <b>Parliamentary Service</b>	<b>DESIGNATION/CLASSIFICATION:</b> <b>Supervisor Refrigeration, NP08</b>
<b>DIVISION:</b> <b>Parliamentary Corporate &amp; Support Service</b>	<b>LOCAL DESIGNATION:</b> <b>Supervisor Refrigeration</b>
<b>BRANCH:</b> <b>Building &amp; Maintenance &amp; Technical Services</b>	<b>REPORTING TO:</b> <b>Assistant Director Technical Services</b>
<b>LOCATION:</b> <b>Parliament House, Waigani, NCD</b>	<b>INCUMBENT:</b>

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Supervisor Refrigeration with the Air Condition & Refrigeration Section within the Building and Maintenance & Technical Services Division to maintain the Air Condition and Refrigeration Services. Supervises the staff and maintain & repair all concerned equipment.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 2 Staff  
**Others:** NA

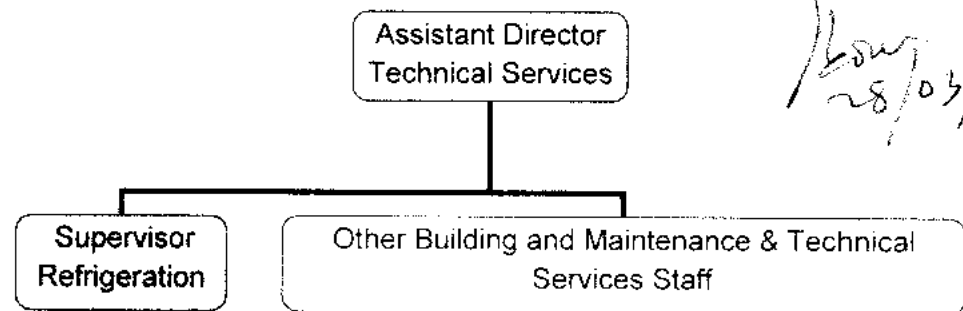
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Maintain and service screw type chiller compressors.
- Service and maintain the Air handling units
- Service and maintain the cooling towers & water centrifugal pumps of chillers & condensers
- Maintain all walk in chillers freezers
- Maintain split air condition units
- Supervise the Air Condition Refrigeration staff
- Attend to request by the Director and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Assistant Director – Technical Services and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



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**5.2 Internal:**

- Maintain and repair refrigeration and Air Condition equipment
- Attend to fault reports by Parliamentary staff, Members of Parliament and their staff.

**5.3 External:**

- Liaise with suppliers and spare part dealers for parts and supplies

**5.4 Work Environment**

This position is a Supervisor position in the Refrigeration Section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position is required to provide expertise in Air Conditioning and Refrigeration for the organisation. It is vital that the incumbent must possess high quality of professional conduct

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

**5.6 Challenges**

- Delivery of high standard refrigeration services for the institution
- Availability of spare parts for the air condition system
- Cost saving ways of providing required services

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

**6.1 Qualification**

- Degree in Mechanical Engineering (Specialised in air condition and Refrigeration)

**6.2 Experience**

- 3 - 5 years of experience in Air Condition and Refrigeration with other organizations is highly regarded

**6.3 Knowledge**

- Excellent understanding of Chiller compressors and Condensers
- Knowledge of Air handling and Refrigeration units

#### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Quality leadership

1/20/19  
28/03/19

#### 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)

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Signature  
Employee

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Date

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Date



## PARLIAMENTARY SERVICE JOB DESCRIPTION

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28/03/19

### 1. IDENTIFICATION

POSITION NUMBER: <b>BMS 061</b>	
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Refrigeration Mechanic, NP06</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Refrigeration Mechanic</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Supervisor Refrigeration</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Refrigeration mechanic with the Refrigeration Section within the Building and Maintenance & Technical Services Division to maintain the Air Condition and Refrigeration Services. Performs general refrigeration duties and maintain & repair equipment

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

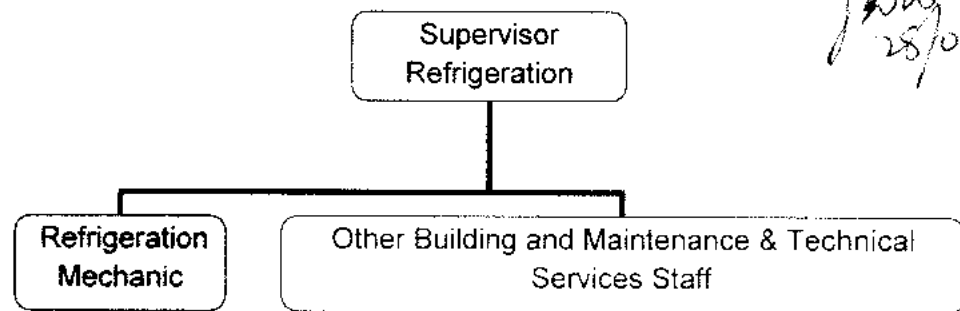
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Maintain and Repair chiller compressors.
- Repair and Maintain the Air handling units
- Clean and maintain the cooling towers.
- Maintain all water centrifugal pumps of chillers and condensers
- Tend to request by the Director and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Supervisor – Refrigeration Mechanic and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



## 5.2 Internal:

- Maintain and repair refrigeration and air condition equipment
- Maintain and repair cooler rooms.
- Attend to faulty reports by Parliamentary staff, Members of Parliament and their staff.

## 5.3 External: NA

## 5.4 Work Environment

This position is a Refrigeration Mechanic position in the Refrigeration section within the Building and Maintenance Division of the Parliament and the incumbent for this position is required to provide expertise in air conditioning and refrigeration for the organisation. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard refrigeration services for the institution
- Availability of spare parts for the air condition system
- Cost saving ways of providing required services

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Refrigeration and Air Conditioning Mechanic Certificate

## 6.2 Experience

- 3 - 5 years of experience in Air Condition and Refrigeration with other organizations is highly regarded.

## 6.3 Knowledge

- Excellent understanding of Chiller compressors and Condensers
- Acceptable knowledge of Air handling and Refrigeration units
- Indebt knowledge of Freezers and split units

#### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Quality leadership

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28/03/19

#### 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

*Done*  
28/03/19

### 1. IDENTIFICATION

		POSITION NUMBER:
		<b>BMS 062</b>
DEPARTMENT:		DESIGNATION/CLASSIFICATION:
<b>Parliamentary Service</b>		<b>Refrigeration Mechanic, NP06</b>
DIVISION:		LOCAL DESIGNATION:
<b>Parliamentary Corporate &amp; Support Service</b>		<b>Refrigeration Mechanic</b>
BRANCH:		REPORTING TO:
<b>Building &amp; Maintenance &amp; Technical Services</b>		<b>Supervisor Refrigeration</b>
LOCATION:		INCUMBENT:
<b>Parliament House, Waigani, NCD</b>		

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Refrigeration mechanic with the Refrigeration Section within the Building and Maintenance & Technical Services Division to maintain the Air Condition and Refrigeration Services. Performs general refrigeration duties and maintain & repair equipment

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

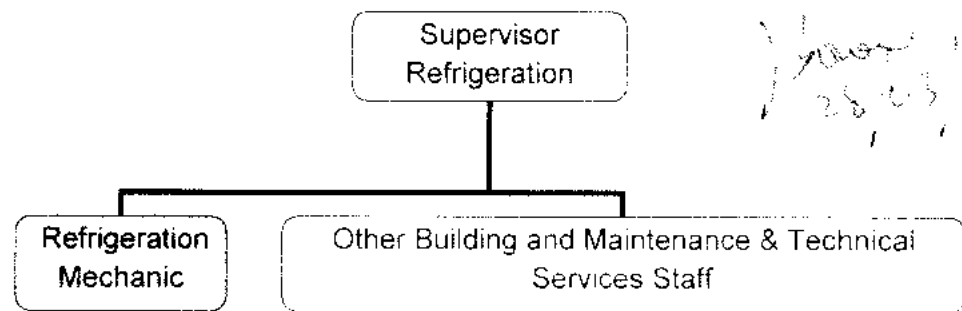
- Maintain and Repair chiller compressors.
- Repair and Maintain the Air handling units
- Clean and maintain the cooling towers.
- Maintain all water centrifugal pumps of chillers and condensers
- Tend to request by the Director and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Supervisor – Refrigeration Mechanic and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.





## 5.2 Internal:

- Maintain and repair refrigeration and air condition equipment
- Maintain and repair cooler rooms.
- Attend to faulty reports by Parliamentary staff, Members of Parliament and their staff

## 5.3 External: NA

## 5.4 Work Environment

This position is a Refrigeration Mechanic position in the Refrigeration section within the Building and Maintenance Division of the Parliament and the incumbent for this position is required to provide expertise in air conditioning and refrigeration for the organisation. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Delivery of high standard refrigeration services for the institution
- Availability of spare parts for the air condition system
- Cost saving ways of providing required services

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Refrigeration and Air Conditioning Mechanic Certificate

## 6.2 Experience

- 3 - 5 years of experience in Air Condition and Refrigeration with other organizations is highly regarded.

## 6.3 Knowledge

- Excellent understanding of Chiller compressors and Condensers
- Acceptable knowledge of Air handling and Refrigeration units
- Indebt knowledge of Freezers and split units

#### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Quality leadership

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#### 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



June  
28 03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 063</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Supervisor – Electrical Services, NP08</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Supervisor – Electrical Services</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Director Technical Services</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Supervisor to the Electrical Section in the Building and Maintenance & Technical Services Division. Performs general electrical duties which include repair and maintenance of all electrical facilities within Parliament

### 3. DIMENSION:

**Budget:** NA  
**Staff:** 2 Staff  
**Others:** NA

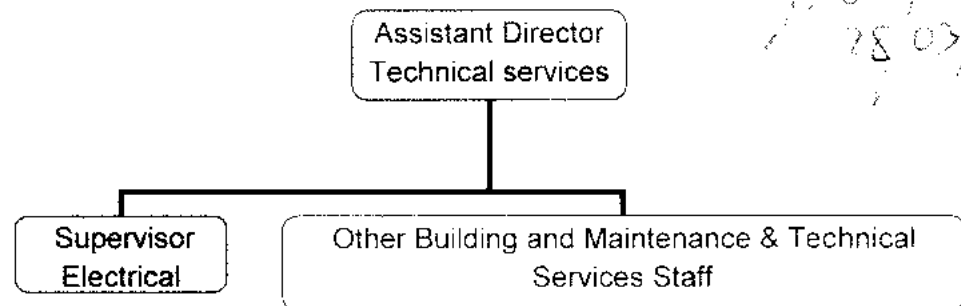
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Check and maintain the stand by generator
- Check and replace faulty lights and GPOs within the building
- Maintain and replace lights and the Parliament premises
- Supervise electrician with day to day duties
- Attend to fault reports by the Members of Parliamentary, their staff and the Parliamentary Services Staff.
- Attend to any request by the Directors and the Executive division.
- Keep records of electrical items and equipment
- Do monthly reports for the Director - Building and Maintenance & Technical Services
- Assist the contractors with any electrical work in Parliament
- Obtain quotations for electrical items

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Director – Technical Services and the incumbent works laterally with the staff to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Provide electrical assistance to the Parliamentary Services Staff, members and their staff
- Supervise the electrician in their duties.
- Maintain all electrical equipment.

### 5.3 External:

- Liaise with suppliers and other service providers for parts and supplies

### 5.4 Work Environment

This position is a Supervisor position and the incumbent for this position is required to provide high level of expertise. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand all electrical standards

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Deliver high standard Service.
- Maintain all electrical equipment including the generators.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Electrical Engineering with Electrical licence

## 6.2 Experience

- 3 - 5 years electrical supervision experience in other organizations is highly regarded

## 6.3 Knowledge

- Excellent understanding all electrical equipment
- Extensive knowledge of generators
- In-depth understanding of electricity

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28/03/19

## 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Good leadership skills

## 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: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 064</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Electrician, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Electrician</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor Electrical</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Electrician with the Electrical Section within the Building and Maintenance & Technical Services Division to provide electrical services. Performs general electrical duties and maintain and repair electrical equipment

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

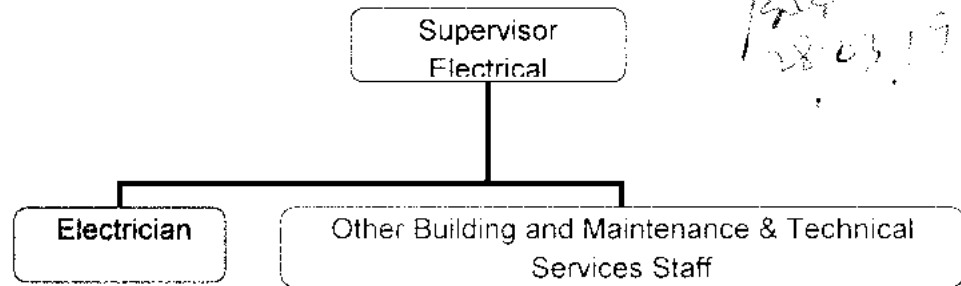
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Maintain and Repair Electrical equipment.
- Maintain the Stand by generator
- Assist electrical supervisor with electrical duties.
- Attend to fault reports by staff
- Attend to request by the Director – Building and Maintenance & Technical Services and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Electrical Supervisor and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



## 5.2 Internal:

- Provide electrical assistance for Parliamentary Services.
- Maintain and repair electronic equipment.
- Attend to faulty reports by Parliamentary staff, Members of Parliament and their staff

## 5.3 External: NA

## 5.4 Work Environment

This position is an Electrician position in the Electrical section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position is required to provide Electrical expertise for the organisation. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand all electrical standards

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Maintain all electrical equipment including the generators
- Deliver high standard Electrical Services for the institution

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Tradesman with Electrical Certificate

## 6.2 Experience

- 3 - 5 years electrical experience in other organizations is highly regarded.

## 6.3 Knowledge

- Excellent understanding all electrical equipment
- Extensive knowledge of generators
- In-depth understanding of electricity

#### 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision

#### 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

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*28/03/19*

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 065</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Electrician, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Electrician</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Supervisor Electrical</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as Electrician with the Electrical Section within the Building and Maintenance & Technical Services Division to provide electrical services. Performs general electrical duties and maintain and repair electrical equipment

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

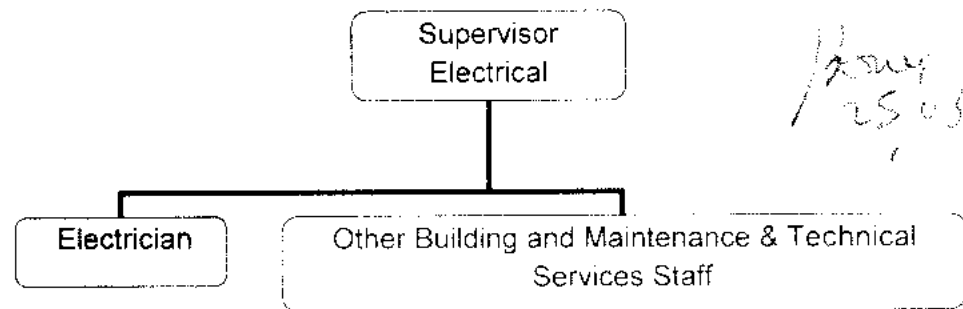
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Maintain and Repair Electrical equipment.
- Maintain the Stand by generator
- Assist electrical supervisor with electrical duties.
- Attend to fault reports by staff
- Attend to request by the Director – Building and Maintenance & Technical Services and anyone in the Executive Division

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports to the Electrical Supervisor and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



## 5.2 Internal:

- Provide electrical assistance for Parliamentary Services.
- Maintain and repair electronic equipment.
- Attend to faulty reports by Parliamentary staff, Members of Parliament and their staff

## 5.3 External: NA

## 5.4 Work Environment

This position is an Electrician position in the Electrical section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position is required to provide Electrical expertise for the organisation. It is vital that the incumbent must possess high quality of professional conduct.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Understand all electrical standards

**Decisions:** NA

**Recommendations:** NA

## 5.6 Challenges

- Maintain all electrical equipment including the generators.
- Deliver high standard Electrical Services for the institution

# 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

## 6.1 Qualification

- Tradesman with Electrical Certificate

## 6.2 Experience

- 3 - 5 years electrical experience in other organizations is highly regarded

## 6.3 Knowledge

- Excellent understanding all electrical equipment
- Extensive knowledge of generators
- In-depth understanding of electricity

#### 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision

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#### 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



1/25/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Building & Maintenance & Technical Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**BMS 066**

DESIGNATION/CLASSIFICATION:

**Chief Technician, NP09**

LOCAL DESIGNATION:

**Chief Technician**

REPORTING TO:

**Assistant Director Technical Services**

INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Supervisor to the Technical Section of the Building and Maintenance & Technical Services Division. Maintain all Technical equipment (audio and video) within the Parliamentary Services and provide technical expertise to the organisation.

### 3. DIMENSION:

**Budget:** NA

**Staff:** 5 staff

**Others:** NA

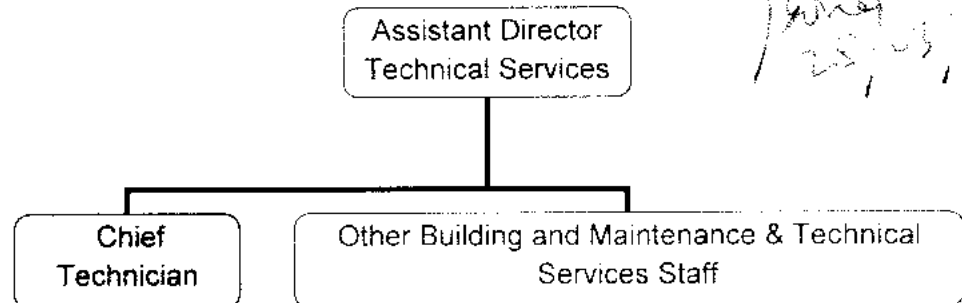
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Keep accurate record of all telephone units and telephone numbers and update if any changes.
- Control Chamber audio system and record proceedings during Parliament sitting
- Supervise Technicians and write reports
- Maintain and keep accurate inventory of all Technical Section equipment.
- Ensure all queries reported are attended to by the Technicians
- Obtain quotations and order new equipment or spare parts.
- Check and maintain the chamber audio system like the earpieces, microphones and the system itself.
- Assist Parliamentary Committees with recordings of Audio from Inquiries/Meetings
- Check and maintain all other audio and video equipment
- Assist to provide training for new employees or trainees.
- Perform any other duties that is required by the Director – Building and Maintenance & Technical Services and the Executive division

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Director - Technical Services and the incumbent works with the staff within the Parliamentary Services to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Provide technical assistance to the Parliamentary Services Staff, members of Parliament and members staff
- Record and maintain all technical equipment.
- Attend to any other request that may be made by the executive division

### 5.3 External:

- Liaise with suppliers and other service providers for spare parts and supplies
- Contact overseas consultants for assistance if required

### 5.4 Work Environment

This position is a supervisor position and the incumbent for this position is required to provide quality leadership. It is vital that the incumbent must possess high quality professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand all electrical standards

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Deliver high standard of Technical Services to the organisation
- Maintain all aging systems

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Communication and Electronic Engineering

### 6.2 Experience

- 5 - 10 years of supervisory experience in similar environment with other organizations is highly regarded

### 6.3 Knowledge

- Excellent understanding of audio and video equipment
- Extensive knowledge of different Technical equipment
- Understanding of the Chamber Audio system

### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Quality Leadership skills

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28/03/19

## 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**

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128 03/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 067</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Technician, NP07</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Senior Technician</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Chief Technician</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Perform as Senior Technician in the Technical Services within the Building and Maintenance & Technical Services Division. Perform general technical duties like maintaining and repairing of all technical equipment. Control and record Parliament Proceedings during parliament sittings

**3. DIMENSION:**

**Budget:** NA  
**Staff:** 4 staff  
**Others:** NA

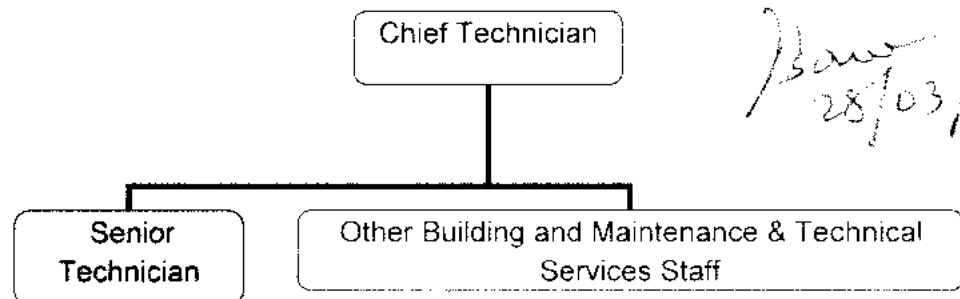
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Control the chamber audio system.
- Record audio output of parliament proceedings during parliament sitting.
- Assist Hansard Staff download audio from parliament sitting for transcribing
- Maintain and repair all technical equipment
- Maintain telephone services within the Parliament building
- Attend to any technical fault reported by Members of Parliament, their staff or the Parliamentary Services staff
- Assist committees to record committee meetings in conference rooms or travel with them to do the recordings
- Maintain the chamber audio system
- Replace member's faulty earpiece in the chamber and the public gallery
- Attend to any request by the Director Building and Maintenance & Technical Services

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Chief Technical Officer and the incumbent works laterally with the staff within the Parliamentary Services to ensure that the services provided meets the expectation the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Assist Hansard Staff record and upload parliament sitting audio recordings for transcribing
- Attend to all queries raised by Parliamentary Services Staff and Parliament members & their staff.

### 5.3 External: NA

### 5.4 Work Environment

This position is a senior position in the Technical Section and the incumbent for this position is required to provide high level of knowledge and expertise in this field. It is vital that the incumbent must possess high quality of professional conduct

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services for the organisation.
- Maintaining the aging equipment

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Diploma in Electronics and / or relevant discipline

### 6.2 Experience

- 3 - 5 years of technical experience in similar environment with other organizations is highly regarded.



### 6.3 Knowledge

- Excellent understanding of audio and video equipment
- Extensive knowledge of different Technical equipment
- Understanding of the Chamber Audio system

### 6.4 Skills

- Computer skills
- Language skills
- Team oriented
- Quality Leadership skills

*Done*  
28/03/19

## 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:* 28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 068</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Technical Officer, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Technical officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Technician</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Technical Officer within the Technical Services under the Building and Maintenance & Technical Services Division in providing technical assistance to the Parliamentary staff and Parliament members & their staff.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

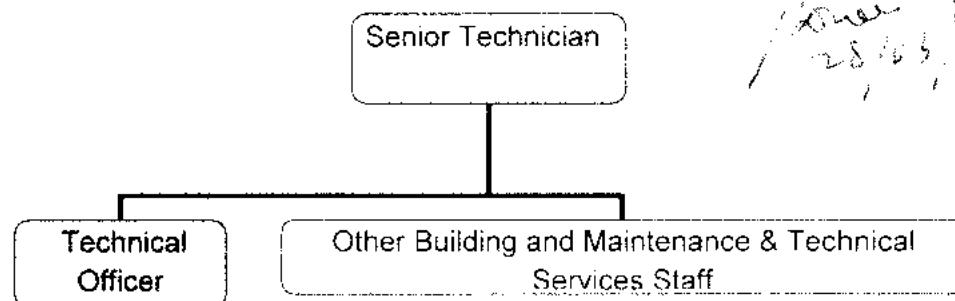
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Control the Chamber audio system
- Record proceedings from parliament sitting for the Reporting Division to transcribe
- Check the Chamber system before each sitting
- Check and replace faulty Member's microphones
- Check and replace faulty earpiece for the Members in the Chamber and the Public Gallery
- Check and repair technical equipment
- Attend to any telephone faults reported by the Members of Parliament, their staff or the Parliamentary Services staff
- Run cables and install new telephones
- Attend to any other Technical faults reported
- Attend to requests by the Director – Building and Maintenance & Technical Services

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Senior Technician and the incumbent works with the staff of the parliamentary services to ensure that the services provided meets the expectations of the office and the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Record audio output during parliament sitting for Hansard to Transcribe
- Record committee meeting during outings or in conference rooms for Hansard to transcribe
- Attend to all technical fault reports from Parliamentary services staff and Members of Parliament & their staff.

### 5.3 External: NA

### 5.4 Work Environment

This position is a Technical Position and the incumbent for this position is required to provide Technical assistance to the Staff of the Parliamentary Services, the Members of Parliament and their staff. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services for the organisation
- Maintaining the aging equipment

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Diploma in Electronics and / or relevant discipline

### 6.2 Experience

- 3 - 5 years of technical experience in similar environment with other organizations is highly regarded.

### 6.3 Knowledge

- Excellent understanding of audio and video equipment
- Extensive knowledge of different Technical equipment
- Understanding of the Chamber Audio system

### 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision

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28/03/19

## 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: <b>Parliamentary Service</b>	POSITION NUMBER: <b>BMS 069</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Technical Officer, NP06</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	LOCAL DESIGNATION: <b>Technical officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Senior Technician</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Technical Officer within the Technical Services under the Building and Maintenance & Technical Services Division in providing technical assistance to the Parliamentary staff and Parliament members & their staff.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

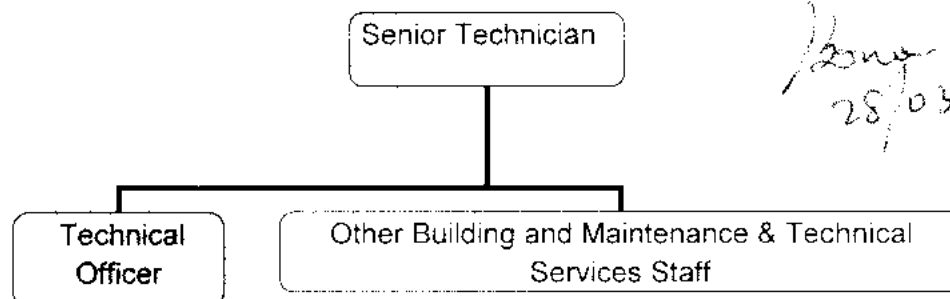
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Control the Chamber audio system
- Record proceedings from parliament sitting for the Reporting Division to transcribe
- Check the Chamber system before each sitting
- Check and replace faulty Member's microphones
- Check and replace faulty earpiece for the Members in the Chamber and the Public Gallery
- Check and repair technical equipment
- Attend to any telephone faults reported by the Members of Parliament, their staff or the Parliamentary Services staff
- Run cables and install new telephones
- Attend to any other Technical faults reported
- Attend to requests by the Director – Building and Maintenance & Technical Services

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Senior Technician and the incumbent works with the staff of the parliamentary services to ensure that the services provided meets the expectations of the office and the organization. The reporting relationship is shown in this graphical form hereunder



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28/03/19

### 5.2 Internal:

- Record audio output during parliament sitting for Hansard to Transcribe
- Record committee meeting during outings or in conference rooms for Hansard to transcribe
- Attend to all technical fault reports from Parliamentary services staff and Members of Parliament & their staff.

### 5.3 External: NA

### 5.4 Work Environment

This position is a Technical Position and the incumbent for this position is required to provide Technical assistance to the Staff of the Parliamentary Services, the Members of Parliament and their staff. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:** NA

**Decisions:** NA

**Recommendations:** NA

### 5.6 Challenges

- Delivery of high standard services for the organisation
- Maintaining the aging equipment

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Diploma in Electronics and / or relevant discipline

### 6.2 Experience

- 3 - 5 years of technical experience in similar environment with other organizations is highly regarded.

### 6.3 Knowledge

- Excellent understanding of audio and video equipment
- Extensive knowledge of different Technical equipment
- Understanding of the Chamber Audio system

### 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision

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25/03/19

## 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



1/24  
28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT:	Parliamentary Service	POSITION NUMBER:	BMS 071
DIVISION:	Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION:	Technical Officer, NP06
BRANCH:	Building & Maintenance & Technical Services	LOCAL DESIGNATION:	Technical officer
LOCATION:	Parliament House, Waigani, NCD	REPORTING TO:	Senior Technician
		INCUMBENT:	

### HISTORY OF POSITION

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

### 2. PURPOSE:

Perform as a Technical Officer within the Technical Services under the Building and Maintenance & Technical Services Division in providing technical assistance to the Parliamentary staff and Parliament members & their staff

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

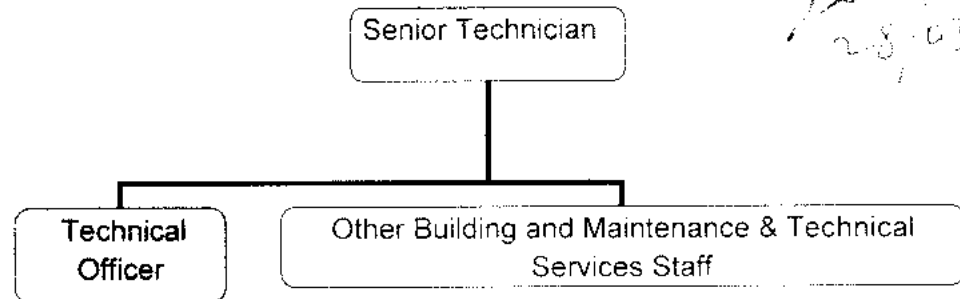
- Control the Chamber audio system
- Record proceedings from parliament sitting for the Reporting Division to transcribe
- Check the Chamber system before each sitting
- Check and replace faulty Member's microphones
- Check and replace faulty earpiece for the Members in the Chamber and the Public Gallery
- Check and repair technical equipment
- Attend to any telephone faults reported by the Members of Parliament, their staff or the Parliamentary Services staff
- Run cables and install new telephones
- Attend to any other Technical faults reported
- Attend to requests by the Director – Building and Maintenance & Technical Services



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Senior Technician and the incumbent works with the staff of the parliamentary services to ensure that the services provided meets the expectations of the office and the organization. The reporting relationship is shown in this graphical form hereunder



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### 5.2 Internal:

- Record audio output during parliament sitting for Hansard to Transcribe
- Record committee meeting during outings or in conference rooms for Hansard to transcribe
- Attend to all technical fault reports from Parliamentary services staff and Members of Parliament & their staff.

### 5.3 External: NA

### 5.4 Work Environment

This position is a Technical Position and the incumbent for this position is required to provide Technical assistance to the Staff of the Parliamentary Services, the Members of Parliament and their staff. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

Rules/Procedures etc: NA

Decisions: NA

Recommendations: NA

### 5.6 Challenges

- Delivery of high standard services for the organisation
- Maintaining the aging equipment

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Diploma in Electronics and / or relevant discipline

### 6.2 Experience

- 3 - 5 years of technical experience in similar environment with other organizations is highly regarded.

### 6.3 Knowledge

- Excellent understanding of audio and video equipment
- Extensive knowledge of different Technical equipment
- Understanding of the Chamber Audio system

### 6.4 Skills

- Computer skills
- Language skills
- Work under minimum supervision

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28/03/15

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Signature  
Employer (or its delegate)

Signature  
Employee

Date

Date



Handwritten signature and date: 28/03/19

## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT:	POSITION NUMBER:
Parliamentary Service	BMS 070
DIVISION:	DESIGNATION/CLASSIFICATION:
Parliamentary Corporate & Support Service	Technical Officer, NP06
BRANCH:	LOCAL DESIGNATION:
Building & Maintenance & Technical Services	Technical officer
LOCATION:	REPORTING TO:
Parliament House, Waigani, NCD	Senior Technician
	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

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**Staff:** NA  
**Others:** NA

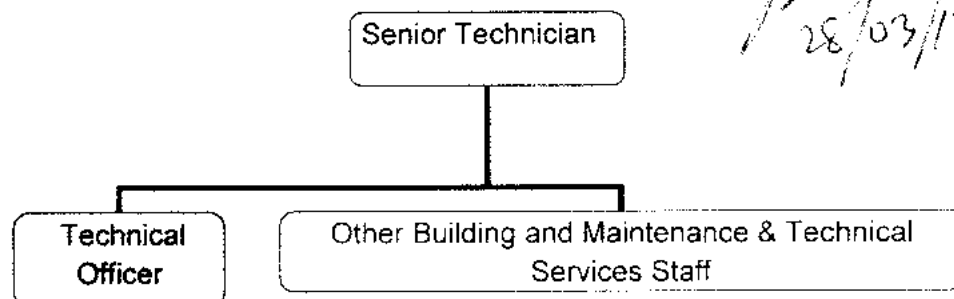
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Decisions: NA

Recommendations: NA

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*Handwritten signature*  
28/03/17

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Date