



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT:  
**Parliamentary Service**

DIVISION:  
**Parliamentary Committee Secretariat**

BRANCH:  
**Parliamentary Committees**

LOCATION:  
**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PCS 001**

DESIGNATION/CLASSIFICATION:

**Executive Director - Parliamentary Committees (NPEX1)**

LOCAL DESIGNATION:

**Executive Director Parliamentary Committees**

REPORTING TO:

**Clerk of Parliament**

INCUMBENT:

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**28/03/19**

**HISTORY OF POSITION**

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

**2. PURPOSE:**

Provide strategic leadership and direction to the Committee Secretariat Wing to ensure the Service meets its legislative and corporate obligation and responsibilities in an efficient, effective and timely manner.

**3. DIMENSION:**

**Budget:** NA

**Staff:** 2 Directors (subordinates)

**Others:** Management of 3 Committees – PAC, Standing and Permanent

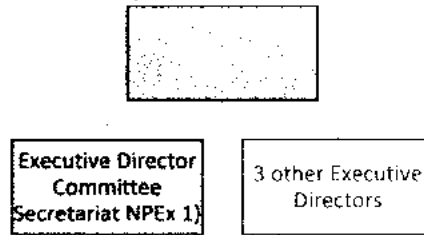
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Provide leadership in the development and implementation of strategies, policies, programs and innovations which reflect the Service's directions.
- Foster and encourage the development of positive and collaborative working relationship between the Committee Secretariat and the Chamber Services of the Parliament.
- Develop and provide high level strategic policy advice to the Clerk and the Speaker on all matters relating to the work of Committees.
- Drive the development of a strong organizational culture which is focused on service delivery through the development and implementation of efficient and effective organizational structure and systems.
- Drive the development of the Services Corporate Plan and Annual Report.
- Develop management and leadership skills of officers within the Wing through modelling of good practice, coaching, supporting and encouraging staff to undertake appropriate training programs.
- Provide regular constructive feedback on work performance, both formally and informally, to staff based on agreed tasks and performance indicators identified with the staff member

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 4 positions that reports to the Clerk of Parliament.



### 5.2 Internal:

- Provide regular advice to the Clerk on critical issues related to administration and management, of the work of Committees.
- Liaise directly with all Directors under the Division on areas which may expose the Service to criticisms or which have the potential to lead industrial disputation.
- Liaise with all Executive Directors on issues which may impact Committee Support

### 5.3 External:

- Liaise with other Government Departments on matters related to the work of the Committees.
- Liaise with the Director Corporate and Support Service, and Department of Finance and Treasury on matters related to funding and financial performance of the Committees

### 5.4 Work Environment

- This Division is responsible for the efficient and effective provision of the corporate and support services and overall general administrative support to work of the Committees.
- The Executive Director Parliamentary Committees a pivotal position that's within the organization and has a direct impact of the work of the Committees.
- The position requires provision of strategic leadership, clear strategic directions and effective liaison with external stakeholders and organizations including donors to improve Committees' overall performance and level of client satisfaction.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

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

#### Decisions:

- Approve expenditure items within K50,000.00 consistent with PFMA.
- Exercise delegations in relation to employment related matters in accordance with the PSGO.
- Making decisions to ensure the prompt resolution of serious or contentious issues are addressed and implemented
- Adhere to changes to Government and Service policies

#### Recommendations:

- Prepare and provide Annual Committee Reports to the Speaker
- Contribute to the development and reviewing of Corporate and Strategic Plan

#### Challenges

The delivery of quality work output of Committees in a given year and provide strategic leadership in the re-engineering of systems and processes

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Business Administration and Public Policy Management or related areas. A master's degree qualification is preferable.

### 6.2 Experience

- Extensive senior management experience in development of frameworks, policies, practices and strategies for a complex and diverse organization.

### 6.3 Knowledge

Must have a thorough knowledge of:

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, PSOG, PFMA and other legislative provisions
- In-depth understanding of the Parliamentary Services procedures, practices and Government directions in respect to the Parliament

### 6.4 Skills

- Comprehensive management skills and experience, including strategic leadership, people and financial management skills to ensure effective utilization of resources
- Significant skills in successful management of organizational, programs and cultural change.
- Demonstrate capacity to drive programs and initiatives to achieve high quality outcomes
- Outstanding oral, interpretation and written communication skills
- Exceptional negotiation and advocacy skills
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem-solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date

*[Handwritten Signature]*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

POSITION NUMBER:

**PCS 002**

DEPARTMENT:

**Parliamentary Service**

DESIGNATION/CLASSIFICATION:

**Executive Assistant, NP08**

BRANCH:

**Parliament Committee Secretariat**

LOCAL DESIGNATION:

**Executive Assistant to Executive Director  
Committee Secretariat**

DIVISION:

**Committee Secretariat**

REPORTING TO:

**Clerk**

LOCATION:

**Parliament House, Waigani, NCD**

INCUMBENT:

**HISTORY OF POSITION**

*Handwritten:* 28/03/19

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

**2. PURPOSE:**

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

**3. DIMENSION:**

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

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

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

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

The incumbent reports directly to the Deputy Clerk, Chamber Service

Executive Director  
Committee Secretariat  
(NPEX01)

**Executive Assistant (NP8)**

Other staff

**5.2 Internal**

- All staff within the Offices of the Speaker, Clerk, Deputy Clerk, Parliamentary Legal Counsel, Parliamentary Committees Secretariat, First Clerk Assistant, Serjeant-at-Arms, Hansard, Inter-Parliamentary Relations, Corporate and Support Services, ICT, Parliamentary Library, Catering, Transport, and Security
- Ministers and Members of Parliament

**5.3 External**

- Prime Minister’s Department, National Executive Council and Judiciary
- Public Service Commission
- Foreign embassies
- Other commonwealth parliaments
- Other parliamentary partners

**5.4 Work Environment**

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

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc.:**

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

**Decisions:**

- Not applicable

**Recommendations:**

- Not applicable

**5.6 Challenges**

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

*JSW*  
*28/03/19*

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

**6.1 Qualification**

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

**6.2 Experience**

- 3 to 5 years secretarial experience in other organizations

**6.3 Knowledge**

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

**6.4 Skills**

- Verbal and written communication skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

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

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. Identification**

|  |  |
|--|--|
| DEPARTMENT:<br><b>National Parliament</b>          | POSITION NUMBER:<br><b>PCS 003</b>   |
| DIVISION:<br><b>Parliamentary Committees</b>       | DESIGNATION/CLASSIFICATION:<br><b>Director – Public Accounts Committee, NP14</b> |
| BRANCH:<br><b>Public Accounts Committee</b>        | LOCAL DESIGNATION:<br><b>Director Public Accounts Committee</b>                  |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Executive Director</b>                                       |
|  | INCUMBENT:   |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS           |
|-------------|-------------------|-------------------|
| ORG: 1 - 14 |                   |                   |
| ORG: 1 - 18 | 24/09/18          | Abolished/Created |

*J. Brown*  
28/08/19

**2. Purpose:**

Provide efficient research and advise to the Chairman and Members of the PAC.

**3. Dimension:**

**Budget:** Responsible for budget exceeding K3 million

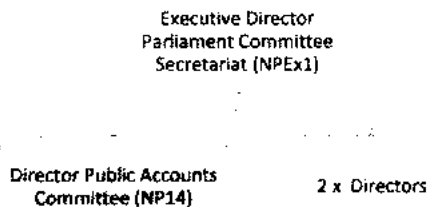
**Staff:** Direct subordinates: 2 Consultants 1 Seconded Officer and 3 Staff.

**Others:** Ensure the Division function effectively

**4. Nature and Scope:**

**4.1 Reporting Relationship**

This is one of the three positions that reports to the Executive Director Parliament Committee Secretariat. The others being the, Director Permanent Parliamentary Committees and Parliament Standing Committees



**4.2 Working Relationship**

**Internal:**

- Provide advice to the Chairman of Public Accounts committee and Members of the Committee.
- Liaison with Office of the Speaker, Parliamentary Service and Senior Public Servants.

- Ensure Finance management and accountability.
- Maintain all official correspondence of the Committee and ensure all records are kept of Committee activities.
- Provide supervision and oversee activities of the subordinate staff and allocate work plans.
- Ensure all logistical support for the Committee Secretariat is in order for the smooth operation of the Committee.

**External:**

- Liaise with Auditor General, Finance Department, Treasury Department, Inter Govt Relations and all Government Departmental, Provincial Governments, Statutory bodies and other public institutions on matters related to Government policies, Budgets and related regulations.
- Attend workshops and conferences in the Parliaments of commonwealth countries.

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28/03/19*

**4.3 Work Environment**

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior manager, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

**4.4 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, Parliamentary Committees Act relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

**Decisions:**

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

#### **4.5 Challenges**

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives.
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time.
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities.

#### **5. Qualification, Experience, Knowledge and Skills**

##### *5.1 Qualification*

- Tertiary qualification Degree in Accounting, Economics, Law, Business Management and Public Policy Management. Master's degree in relevant fields.

##### *5.2 Experience*

- 8 - 15 years senior management experience in a complex and diverse organization.

##### *5.3 Knowledge*

- Knowledge of Government Policies, Regulations, Parliamentary Service Act, Public Finance Management Act, Parliamentary Committee Act, Parliamentary Privileges Act and the Constitution of PNG.
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

##### *5.4 Skills*

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.

*Nancy*  
28/03/19



- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

**6. Principle Accountabilities**

1. Review matters that are referred to the Committee by Parliament or a Minister of State for public inquiry.
2. Review reports of the Auditor General on all Government Departments, Provincial Governments, Local Level Governments, Statutory Corporations, Public Institutions, Business arms of Provincial and Local Level Governments and Hospital Boards.
3. Review and carry out research on any matter that is initiated by the Committee itself for inquiry.
4. Select matters from the Reports of the Auditor General for approval by Committee for inquiry
5. Make domestic and international travel arrangements for 14 members of Parliament.
6. Process payment of travel and sitting allowances for 14 Members of Parliament.
7. Liaison with Office of the Speaker, Parliamentary Service, Senior Public Servants, foreign governments and Donor Agencies.
8. Coordinate with the media, witnesses, Security Police and witnesses for inquiries.
9. Provide detailed advice to Ministers, Members, Auditor general, Ombudsman Commission, Public Prosecutor and other Constitutional Office Holders.
10. Manage transcribing of inquiries for transcripts to be readily available.
11. Regularly refer to relevant Laws such as the Public Finance Management Act, Finance Instructions, Parliamentary Service Act, Permanent Parliamentary Committee Act, Parliamentary Powers and Privileges Act and the Standing Orders of Parliament

**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**

**1. Identification**

|  |  |
|--|--|
| DEPARTMENT:<br><b>National Parliament</b>          | POSITION NUMBER:<br><b>PCS 004</b>                                   |
| DIVISION:<br><b>Parliamentary Committees</b>       | DESIGNATION/CLASSIFICATION:<br><b>Administrative Assistant, NP07</b> |
| BRANCH:<br><b>Public Accounts Committee</b>        | LOCAL DESIGNATION:<br><b>Administrative Assistant</b>                |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Director Public Accounts Committee</b>           |
|  | INCUMBENT:<br><i>[Signature]</i><br><b>28/03/19</b>                  |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                               |
|-------------|-------------------|---------------------------------------|
| ORG: 1 - 14 |                   |                                       |
| ORG: 2 - 18 | 24/09/18          | PREFIX CHANGED / RECLASS / JD REVISED |

**2. Purpose:**

Perform as Administrative Assistant to the Principal Parliamentary Reporter in providing all Office Administration / Reporter duties. Performs general office administration duties: attending to phone calls, photocopying, faxing, mail distribution, filing, keeping accurate attendance register, coordinates and maintains records for staff and all other office expectations including general reporting duties: transcribing, inserting of correction and liaising and attending to queries from the office of the Ministers, Members, Government Organisations, and Non-government Organisations.

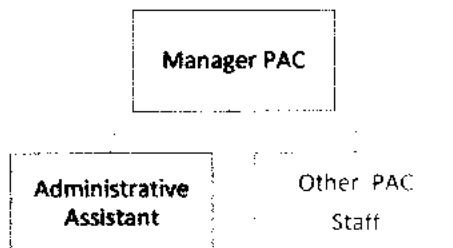
**3. Dimension:**

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

**4. Nature and Scope:**

**4.1 Reporting Relationship**

This position reports directly to the Director Public Accounts Committee (PAC)



#### 4.2 Working Relationship

**Internal:**

- Provide secretarial, clerical and administrative duties for the Principal Reporter and the division.
- Record all incoming and outgoing correspondences.
- Attend to all Parliamentary, Ministers and Member staff and other queries.

**External:**

- Liaise with stationary suppliers and other service providers for Principal Parliamentary Reporter and other divisions if required

#### 4.3 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 of professional conduct.

#### 4.4 Constraints Framework and Boundaries

**Rules/Procedures etc.:**

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

**Decisions:**

- NA

**Recommendations:**

- NA

*Wong*  
28/08/19

#### 4.5 Challenges

- Delivery of high standard front desk Service.
- Meet deadlines of the immediate Supervisor.

### 5. Qualification, Experience, Knowledge and Skills

#### 5.1 Qualification

- Tertiary qualification in Secretarial Studies either Certificate/Diploma is a requirement and other relevant studies in office Management is highly desirable

#### 5.2 Experience

- 5 - 10 years secretarial experience in other organizations is highly regarded.

#### 5.3 Knowledge

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

5.4 Skills

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

6. Principle Accountabilities

- 6.1 Keep accurate record of staff attendance.
- 6.2 Provide efficient front desk service for the office.
- 6.3 Coordinate, plan and organize travel for staff.
- 6.4 Maintain office stationaries and keep accurate inventory.
- 6.5 Record all discussions/phone calls accurately for the Manager and staff.
- 6.6 Ensure that the office is clean and tidy each day and report any concerns to the Manager in a timely manner.
- 6.7 Responsible for organising appointments for the Manager
- 6.8 Entering data and updating staff record
- 6.9 Assist provide training for new employees through orientation.
- 6.10 Perform any other duties that is required by the Manager

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date

*[Handwritten Signature]*  
28/03/19



PARLIAMENTARY SERVICE  
JOB DESCRIPTION

|  |  |
|--|--|
| 1. Identification                                  | POSITION NUMBER:<br><b>PSC 005</b>   |
| DEPARTMENT:<br><b>National Parliament</b>          | DESIGNATION/CLASSIFICATION:<br><b>Executive Officer (PAC Committee), NP 12</b> |
| DIVISION:<br><b>Parliamentary Committees</b>       | LOCAL DESIGNATION:<br><b>Executive Officer PAC</b>                             |
| BRANCH:<br><b>Public Accounts Committee</b>        | REPORTING TO:<br><b>Director Public Accounts Committee</b>                     |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | INCUMBENT:   |

HISTORY OF POSITION

| NP FILE NO. | DATE OF VARIATION | DETAILS           |
|-------------|-------------------|-------------------|
| ORG: 1 - 14 |                   |                   |
| ORG: 2 - 18 | 24/09/18          | Abolished/Created |

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

2. Purpose:

Provide efficient research and advise Secretary Public Accounts Committee in relation to the activities taken place.

3. Dimension:

**Budget:** N/A

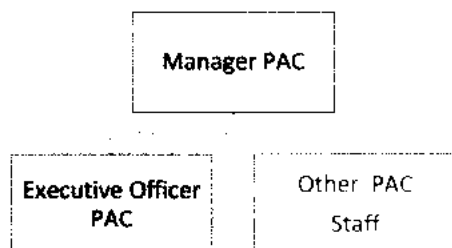
**Staff:** N/A

**Others:** N/A

4. Nature and Scope:

4.1 **Reporting Relationship**

This position reports directly to the Director Public Accounts Committee. The reporting relationship is shown in this graphical form hereunder.



## 4.2 Working Relationship

### *Internal:*

1. Review matters that are referred to the Committee by Parliament or a Minister of State for public inquiry.
2. Ensure finance management and accountability.
3. Provide detailed advice to Ministers, Members, Auditor general, Ombudsman Commission, Public Prosecutor and other Constitutional Office Holders.

### *External:*

- Liaise with Auditor General, Finance Department, Treasury Department, Inter Govt. Relations and all Government Departmental, Provincial Governments, Statutory bodies and other public institutions on matters related to Government policies, Budgets and related regulations.

## 4.3 Work Environment

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior Director, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

## 4.4 Constraints Framework and Boundaries

### **Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, Parliamentary Committees Act relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### **Decisions:**

- Approve expenditure items within K7, 500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

*J. Brown*  
28/07/15

## Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

### 4.5 Challenges

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives.
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time.
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities.

## 5. Qualification, Experience, Knowledge and Skills

### 5.1 Qualification

- Tertiary qualification in Accounting, Economics, Commerce, Law, Public Administrations Business Studies and Public Policy Management. Completion of a master's degree qualification is highly desirable

### 5.2 Experience

- 8 - 15 years senior management experience in a complex and diverse organization.

### 5.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA Audit Act, Committees Act and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

### 5.4 Skills

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources

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28/03/15

- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

## 6. Principle Accountabilities

1. Review matters that are referred to the Committee by Parliament or a Minister of State for public inquiry.
2. Review reports of the Auditor General on all Government Departments, Provincial Governments, Local Level Governments, Statutory Corporations, Public Institutions, Business arms of Provincial and Local Level Governments and Hospital Boards.
3. Review and carry out research on any matter that is initiated by the Committee itself for inquiry.
4. Select matters from the Reports of the Auditor General for approval by Committee for inquiry
5. Make domestic and international travel arrangements for 14 members of Parliament.
6. Process payment of travel and sitting allowances for 14 Members of Parliament.
7. Liaison with Office of the Speaker, Parliamentary Service, Senior Public Servants, foreign governments and Donor Agencies.
8. Coordinate with the media, witnesses, Security Police and witnesses for Inquiries.
9. Provide detailed advice to Ministers, Members, Auditor general, Ombudsman Commission, Public Prosecutor and other Constitutional Office Holders.
10. Manage transcribing of inquiries for transcripts to be readily available.

## 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 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

1. Identification

|  |   |
|--|---|
| DEPARTMENT:<br><b>National Parliament</b>          | POSITION NUMBER:<br><b>PCS 008</b>  |
| BRANCH:<br><b>PAC</b>                              | DESIGNATION/CLASSIFICATION:<br><b>Research Officer (Statutory Bodies), NP10</b> |
| DIVISION:<br><b>Public Accounts Committee</b>      | LOCAL DESIGNATION:<br><b>Research Officer – Statutory Bodies</b>                |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Director Public Accounts Committee</b>                      |
|  | INCUMBENT:  |

HISTORY OF POSITION

| NP FILE NO. | DATE OF VARIATION | DETAILS                               |
|-------------|-------------------|---------------------------------------|
| ORG: 1 - 14 |                   |                                       |
| ORG: 2 - 18 | 24/09/18          | PREFIX CHANGED / RECLASS / JD REVISED |

*J/Boy 1*  
*28/03/19*

2. Purpose:

Provide efficient research and advise PAC Secretary on activities of the Committees transcribing all meetings and inquires for record and report purposes.

3. Dimension:

**Budget:** N/A  
**Staff:** N/A  
**Others:** N/A

4. Nature and Scope:

4.1 **Reporting Relationship**

This is one of the 6 positions that reports directly to Director – Public Accounts Committee.

Director Public  
Accounts  
Committee (NP14)

Research Officer  
Statutory  
Bodies(NP10)

5 Other PAC  
officers

4.2 **Working Relationship**

**Internal:**

- Provide advice to the Chairman and Members of the Committee and conduct research into matters before the Committee.
- Ensure finance management and accountability.

- Liaison with Office of the Speaker, Parliamentary Service, Senior Public Servants, foreign governments and Donor Agencies.
- **External:**
- Liaise with Auditor General, Finance Department, Treasury Department, Inter Govt Relations and all Government Departmental, Provincial Governments, Statutory bodies and other public institutions on matters related to Government policies, Budgets and related regulations.

#### 4.3 **Work Environment**

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior manager, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

#### 4.4 **Constraints Framework and Boundaries**

##### **Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, Parliamentary Committees Act relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

##### **Decisions:**

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

##### **Recommendations:**

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

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#### 4.5 Challenges

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives.
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time.
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities.

#### 5. Qualification, Experience, Knowledge and Skills

##### 5.1 Qualification

- Tertiary qualification in Accounting, Economics, Commerce, Business Studies and Public Policy Management. Completion of a master's degree qualification is highly desirable

##### 5.2 Experience

- 8 - 15 years senior management experience in a complex and diverse organization.

##### 5.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA Audit Act, Committees Act and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

##### 5.4 Skills

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

25/07/19

**6. Principle Accountabilities**

1. Provide advice to the Chairman and Members of the Committee and conduct research into matters before the Committee.
2. Review matters that are referred to the Committee by Parliament or a Minister of State for public inquiry.
3. Review reports of the Auditor General on all Government Departments, Provincial Governments, Local Level Governments, Statutory Corporations, Public Institutions, Business arms of Provincial and Local Level Governments and Hospital Boards.
4. Review and carry out research on any matter that is initiated by the Committee itself for inquiry.
5. Select matters from the Reports of the Auditor General for approval by Committee for inquiry
6. Ensure finance management and accountability.
7. Make domestic and international travel arrangements for 14 members of Parliament.
8. Process payment of travel and sitting allowances for 14 Members of Parliament.
9. Liaison with Office of the Speaker, Parliamentary Service, Senior Public Servants, foreign governments and Donor Agencies.
10. Coordinate with the media, witnesses, Security Police and witnesses for Inquiries.
11. Provide detailed advice to Ministers, Members, Auditor general, Ombudsman Commission, Public Prosecutor and other Constitutional Office Holders.
12. Manage transcribing of inquiries for transcripts to be readily available.

**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 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

1. Identification

|   |  |
|---|--|
| DEPARTMENT:<br>National Parliament          | POSITION NUMBER:<br>PCS 009                              |
| DIVISION:<br>Parliamentary Committees       | DESIGNATION/CLASSIFICATION:<br>Hansard Transcriber, NP10 |
| BRANCH:<br>Public Accounts Committee        | LOCAL DESIGNATION:<br>Hansard and Transcriber            |
| LOCATION:<br>Parliament House, Waigani, NCD | REPORTING TO:<br>Director Public Accounts Committee      |
|   | INCUMBENT:   |

HISTORY OF POSITION

| NP FILE NO. | DATE OF VARIATION | DETAILS             |
|-------------|-------------------|---------------------|
| ORG: 1 – 14 |                   |                     |
| ORG: 2 – 18 | 24/09/18          | ABOLISHED / CREATED |

*None*  
28/03/19

2. Purpose:

Provide efficient research and advise PAC Secretary on activities of the Committees transcribing all meetings and inquires for record and report purposes.

3. Dimension:

**Budget:** N/A

**Staff:** N/A

**Others:** N/A

4. Nature and Scope:

4.1 **Reporting Relationship**

This position reports directly to Director – Public Accounts Committee. The reporting relationship is shown in this graphical form hereunder.

Director Public  
Accounts  
Committee (NP14)

Hansard Transcriber  
(NP10)

5 Other PAC  
officers

#### 4.2 Working Relationship

##### **Internal:**

1. Provide advice to the Chairman and Members of the Committee and conduct research into matters before the Committee.
2. Ensure finance management and accountability.
3. Liaison with Office of the Speaker, Parliamentary Service, Senior Public Servants, foreign governments and Donor Agencies.

##### **External:**

- Liaise with Auditor General, Finance Department, Treasury Department, Inter Govt Relations and all Government Departmental, Provincial Governments, Statutory bodies and other public institutions on matters related to Government policies, Budgets and related regulations.

#### 4.3 Work Environment

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior manager, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

#### 4.4 Constraints Framework and Boundaries

##### **Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, Parliamentary Committees Act relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

##### **Decisions:**

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division

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- Development of operational policies and procedures

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

*How*  
*28/03/19*

#### **4.5 Challenges**

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives.
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time.
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities.

### **5. Qualification, Experience, Knowledge and Skills**

#### **5.1 Qualification**

- Tertiary qualification in Accounting, Economics, Commerce, Business Studies and Public Policy Management. Completion of a master's degree qualification is highly desirable

#### **5.2 Experience**

- 8 - 15 years senior management experience in a complex and diverse organization.

#### **5.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA Audit Act, Committees Act and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

#### **5.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.

- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

*J. Jones*  
28/03/19

**6. Principle Accountabilities**

1. Provide advice to the Chairman and Members of the Committee and conduct research into matters before the Committee.
2. Review matters that are referred to the Committee by Parliament or a Minister of State for public inquiry.
3. Review reports of the Auditor General on all Government Departments, Provincial Governments, Local Level Governments, Statutory Corporations, Public Institutions, Business arms of Provincial and Local Level Governments and Hospital Boards.
4. Review and carry out research on any matter that is initiated by the Committee itself for inquiry.
5. Select matters from the Reports of the Auditor General for approval by Committee for inquiry
6. Ensure finance management and accountability.
7. Make domestic and international travel arrangements for 14 members of Parliament.
8. Process payment of travel and sitting allowances for 14 Members of Parliament.
9. Liaison with Office of the Speaker, Parliamentary Service, Senior Public Servants, foreign governments and Donor Agencies.
10. Coordinate with the media, witnesses, Security Police and witnesses for Inquiries.
11. Provide detailed advice to Ministers, Members, Auditor general, Ombudsman Commission, Public Prosecutor and other Constitutional Office Holders.
12. Manage transcribing of inquiries for transcripts to be readily available.

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

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date





PARLIAMENTARY SERVICE  
JOB DESCRIPTION

1. IDENTIFICATION:

|  |  |
|--|--|
| DEPARTMENT:<br><b>National parliament</b>          | POSITION NUMBER:<br><b>PCS 010</b>   |
| DIVISION:<br><b>Parliamentary Committees</b>       | DESIGNATION/CLASSIFICATION:<br><b>Director – Parliamentary Permanent Committee, NP14</b> |
| BRANCH:<br><b>Permanent Committees</b>             | LOCAL DESIGNATION:<br><b>Director Permanent Committees</b>                               |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Executive Director</b>   |
|  | INCUMBENT  |

HISTORY OF POSITION

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG: 1 - 14 | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG: 2 - 18 | 24/09/18          | Abolished / Created                  |

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28/03/19

2. PURPOSE:

Provide strategic leadership and direction in the development and implementation of permanent committees work programs and activities and contribute to maintaining a high quality parliamentary committee system through achievement of divisional functions and responsibilities.

3. DIMENSION:

**Budget:** Responsible for budget exceeding K2 million

**Staff:** Direct subordinates: 2 committee secretaries. Other Staff: 5 Staff

**Others:** Ensure the Division function effectively

4. PRINCIPLE ACCOUNTABILITIES:

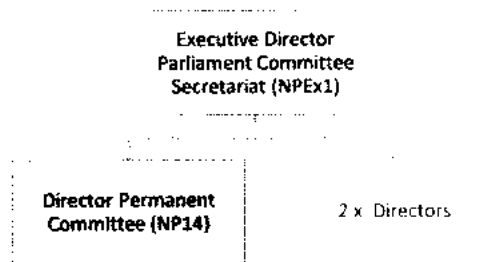
- 4.1 Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- 4.2 Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- 4.3 Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- 4.4 Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Service system.
- 4.5 Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities, and communicating relevant information from the management team.
- 4.6 Ensure relevant policies and procedures covering Divisional responsibilities are developed to assist the Division in achieving its functional responsibilities.
- 4.7 Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.

- 4.8 Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area.
- 4.9 Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence.
- 4.10 Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

**5 NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the three positions that reports to the Executive Director Parliament Committee Secretariat. The others being the Director Public Accounts Committee and Parliament Standing Committee



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**5.2 Internal**

- Provide regular advice to the Executive Director, Clerk, Speaker and Members of Parliamentary Committees.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.
- Liaise with Parliament Legal Services on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.
- Member of the Review of all committee reports.

**5.3 External**

- Liaise with NRI and other Government organizations on matters related to Government policies regulations.

**5.4 Work Environment**

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior manager, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

### Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

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28/03/19

## 5.6 Challenges

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result, the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives.
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time.
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

### 6.1 Qualification

- Tertiary qualification in Social Sciences, Economics and Law. Completion of a master's degree qualification is preferable

### 6.2 Experience

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

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

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

|  |                                |
|--|--------------------------------|
| .....<br>Signature<br>Employer (or its delegate) | .....<br>Signature<br>Employee |
| .....<br>Date                                    | .....<br>Date                  |

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28/03/17



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

POSITION NUMBER:  
**PCS 011**

DEPARTMENT:  
**National parliament**

DESIGNATION/CLASSIFICATION:  
**Administrative Assistant, NP07**

DIVISION:  
**Parliamentary Committees**

LOCAL DESIGNATION:  
**Administrative Assistant**

BRANCH:  
**Permanent Committees**

REPORTING TO:  
**Director Permanent Committees**

LOCATION:  
**Parliament House, Waigani, NCD**

INCUMBENT:

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*28/03/19*

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG:1 - 14  | 25/08/17          | RENO, REDES, RECLASS, REVISED DUTIES |
| ORG:2 - 18  | 24/09/18          | RENO / RECLASS / JD REVISED          |

**2. PURPOSE:**

To provide administrative support and secretarial assistance to the Manager and Staff of the Committee Secretariat, include members of parliamentary committees.

**3. DIMENSION:**

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

**4. PRINCIPLE ACCOUNTABILITIES:**

- Provide secretarial and typing assistance to Director and Committee Secretaries of Permanent Committees.
- Assist with management of committee filings
- Liaise with relevant stakeholders of importance to committees
- Ensure there are financial updates on committee expenses
- Plan and prepare travel arrangements for parliamentary committees.
- Ensure all mundane and other related activities of the committee secretariat are effectively performed.
- Plan coordinate conference venues for committee inquiry meetings.
- Perform any other duties as required by the Director and Committee Secretaries.

**4 NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Permanent Committees.

Director Permanent  
Committees (NP14)

Administrative Assistant  
(NP7)

Other staff

## 5.2 Internal:

The Administrative Assistant will provide administrative support and secretarial assistance to committee secretariat. Liaise directly with Chairmen and members of committees on matters relating to the work of parliamentary committees when required. Also liaise with Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

## 5.3 External:

Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment:

This position requires the incumbent to provide administrative support and secretariat assistance to Manager and Secretariat Staff, relating to the work of parliamentary committees. The incumbent is responsible for providing relevant administrative support in terms of logistics and finance, in the operation of the committee secretariat office. The incumbent is also required to provide secretarial assistance to committee secretaries and members of parliamentary committees. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient functioning of parliamentary committees.

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28/03/11*

## 5.5 Framework and Boundaries:

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Assist with developing and implementing programs and activities of the committees
- Determine the use of operational funds for divisional programs and activities

### Recommendations:

- Assist with preparing and implementing funding bid for parliamentary committees

## 5.6 Challenges

- The committee secretariat is the administrative arm of parliamentary committees therefore it is important to maintain the standard of the office. The major challenge for this position is to provide effective administrative support and mobilization of resources to ensure the committee secretariat can efficient work towards support parliamentary committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Tertiary qualification with a certificate or diploma in Public Administration or Business Studies is desirable.

### 6.2 Experience

- 3 to 5 years experiences in a public or private organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Exceptional communication skills.
- Excellent typing and editing skills
- Computer literate in Microsoft applications

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

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date

*J. Jones*  
28/03/19



PARLIAMENTARY SERVICE  
JOB DESCRIPTION

|  |  |
|--|--|
| 1. IDENTIFICATION:                                 | POSITION NUMBER:<br><b>PCS 012</b>   |
| DEPARTMENT:<br><b>National parliament</b>          | DESIGNATION/CLASSIFICATION:<br><b>Committee Secretary – Appointments, NP12</b> |
| DIVISION:<br><b>Parliamentary Committees</b>       | LOCAL DESIGNATION:<br><b>Committee Secretary</b>                               |
| BRANCH:<br><b>Permanent Committees</b>             | REPORTING TO:<br><b>Director Permanent Committees</b>                          |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | INCUMBENT:   |

HISTORY OF POSITION

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG 1 - 14  | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG 2 - 18  | 24/09/17          | RENO / RECLASS / JD REVISED          |

*[Signature]*  
28/03/19

2. PURPOSE:

To provide administrative support and secretarial assistance to the Director and Staff of the Permanent Committees, include members of parliamentary committees.

3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:**

4. PRINCIPLE ACCOUNTABILITIES:

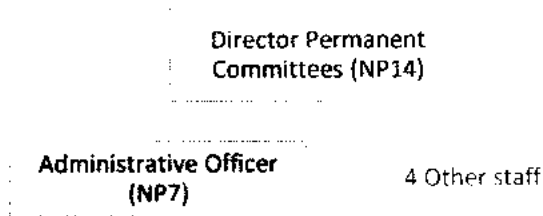
- Provide secretarial and typing assistance to Manager/Deputy Manager/Committee Secretaries.
- Assist with management of committee filings
- Liaise with relevant stakeholders of importance to committees
- Ensure there are financial updates on committee expenses
- Plan and prepare travel arrangements for parliamentary committees.
- Ensure all mundane and other related activities of the committee secretariat are effective performed.
- Plan coordinate conference venues for committee inquiry meetings.
- Perform any other duties as required Director from time to time.



5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position is one of the four positions that reports to the Director Permanent Committees.



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5.2 Internal:

- Provide administrative support and secretarial assistance to committee secretariat
- Liaise directly with Chairmen and members of committees on matters relating to the work of parliamentary committees when required.
- Liaise with Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

5.3 External:

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

5.4 Work Environment

This position requires the incumbent to provide administrative support and secretariat assistance to Director and Secretariat Staff, relating to the work of parliamentary committees. The incumbent is responsible for providing relevant administrative support in terms of logistics and finance, in the operation of the committee secretariat office. The incumbent is also required to provide secretarial assistance to committee secretaries and members of parliamentary committees. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient functioning of parliamentary committees.

5.5 Constraints Framework and Boundaries

**Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA

**Decisions:**

- Assist with developing and implementing programs and activities of the committees
- Determine the use of operational funds for divisional programs and activities

**Recommendations:**

- Assist with preparing and implementing funding bid for parliamentary committees

**5.6 Challenges**

- The committee secretariat is the administrative arm of parliamentary committees therefore it is important to maintain the standard of the office. The major challenge for this position is to provide effective administrative support and mobilization of resources to ensure the committee secretariat can efficient work towards support parliamentary committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a certificate or diploma in Public Administration or Business Studies is desirable.

**6.2 Experience**

- 3 to 5 years experiences in a public or private organization.

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**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Exceptional communication skills.
- Excellent typing and editing skills
- Computer literate in Microsoft applications

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

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

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Signature  
Employer (or its delegate)

.....  
Signature  
Employee

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Date

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Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT:

**National Parliament**

DIVISION:

**Parliamentary Committees**

BRANCH:

**Permanent Committees**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PCS 013**

DESIGNATION/CLASSIFICATION:

**Committee Secretary – Public Works, FA & Defence, NP12**

LOCAL DESIGNATION:

**Committee Secretary**

REPORTING TO:

**Director Permanent Committees**

INCUMBENT

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG:1 - 14  | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG: 2 - 18 | 24/09/18          | Ren / /Reclass / JD Revised          |

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**2. PURPOSE:**

Provide leadership and direction in planning and coordinating the activities of committees with specific functions relating to finance and administration, and can also assist with the work of other parliamentary committees, as required from time to time.

**3. DIMENSION:**

**Budget:**

**Staff:** Assistant Committee Secretary

**Others:**

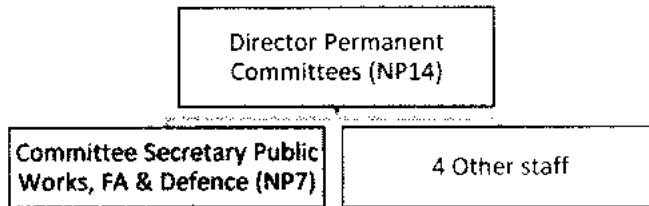
**4 PRINCIPLE ACCOUNTABILITIES:**

- 4.1 Develop work plans for committees.
- 4.2 Plan and prepare travel arrangements for committees.
- 4.3 Establish contacts with relevant stakeholders.
- 4.4 Conduct research and background information on matters before committees.
- 4.5 Provision of timely and comprehensive committee reports.
- 4.6 Organise and conduct committee inquiries through public briefings and public hearings.
- 4.7 Assist in facilitating committee training programs, workshops and overseas attachment programs.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 5 positions reports directly to the Director Permanent Committees.



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28/03/19

### 5.2 Internal:

- Provide regular briefs to the Director, Chairmen of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of economic sector committees.
- Liaise with Assistant Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

### 5.3 External:

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

### 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees. As a committee secretary the incumbent is responsible for the development of work plans and implementation of activities to support the role of committees in Parliament. The incumbent is required to facilitate the development and implementation of committee activities, understand committee procedures and processes, and advise the members of parliamentary committees. It is vital that the incumbent provides leadership required before and after committee inquiries and responsible for writing the committee report. As a committee secretary, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

#### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division

- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

**Recommendations:**

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

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**5.6 Challenges**

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a degree in Public Policy, Business Studies or Administration is desirable.

**6.2 Experience**

- 5 - 10 years of senior management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

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

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

.....  
Signature  
Employee

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Date

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Date

*Murray*  
28/03/15



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

|  |   |
|--|---|
| DEPARTMENT:<br><b>National Parliament</b>          | POSITION NUMBER:<br><b>PCS 014</b>  |
| DIVISION:<br><b>Parliamentary Committees</b>       | DESIGNATION/CLASSIFICATION:<br><b>Committee Secretary – Plans &amp; Estimates, NP12</b> |
| BRANCH:<br><b>Permanent Committees</b>             | LOCAL DESIGNATION:<br><b>Committee Secretary</b>  |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Director Permanent Committees</b>                                   |
|  | INCUMBENT   |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG 1 - 14  | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG 2 - 18  | 24/09/18          | Ren /Reclass / JD Revised            |

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28/03/19

**2. PURPOSE:**

Provide leadership and direction in planning and coordinating the activities of committees with specific functions relating to social sector, and can also assist with the work of other parliamentary committees, as required from time to time.

**3. DIMENSION:**

**Budget:**

**Staff:** Assistant Committee Secretary

**Others:**

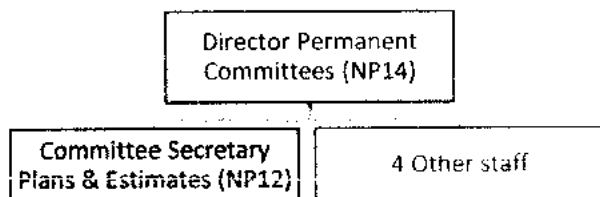
**4. PRINCIPLE ACCOUNTABILITIES:**

- 4.1 Develop work plans for committees.
- 4.2 Plan and prepare travel arrangements for committees.
- 4.3 Establish contacts with relevant stakeholders.
- 4.4 Conduct research and background information on matters before committees.
- 4.5 Provision of timely and comprehensive committee reports.
- 4.6 Organise and conduct committee inquiries through public briefings and public hearings.
- 4.7 Assist in facilitating committee training programs, workshops and overseas attachment programs.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 5 positions reports directly to the Director Permanent Committees.



## 5.2 Internal

- Provide regular briefs to the Manager, Chairmen of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of economic sector committees.
- Liaise with Assistant Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

## 5.3 External

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees. As a committee secretary the incumbent is responsible for the development of work plans and implementation of activities to support the role of committees in Parliament. The incumbent is required to facilitate the development and implementation of committee activities, understand committee procedures and processes, and advise the members of parliamentary committees. It is vital that the incumbent provides leadership required before and after committee inquiries and responsible for writing the committee report. As a committee secretary, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

## 5.5 Constraints Framework and Boundaries Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

### Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

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28/03/19

## 5.6 Challenges

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.



- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a degree in Public Policy, Business Studies or Administration is desirable.

**6.2 Experience**

- 5 - 10 years of senior management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

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28/03/19*

**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem-solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

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

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

.....  
Signature  
Employee

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Date

.....  
Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

|  |   |
|--|---|
| <b>1. Identification</b>                           | POSITION NUMBER:<br><b>PCS 015</b>  |
| DEPARTMENT:<br><b>National Parliament</b>          | DESIGNATION/CLASSIFICATION:<br><b>Assistant Committee Secretary, NP10</b> |
| DIVISION:<br><b>Parliamentary Committees</b>       | LOCAL DESIGNATION:<br><b>Assistant Committee Secretary</b>                |
| BRANCH:<br><b>Permanent Committees</b>             | REPORTING TO:<br><b>Director Permanent Committees</b>                     |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | INCUMBENT   |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG 1 - 14  | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG 2 - 18  | 24/09/18          | Reno / Reclass / JD Revised          |

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28/09/19

**2. PURPOSE:**

Assist the committee secretaries plan and coordinate the activities of all committees and can as required from time to time.

**3. DIMENSION:**

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

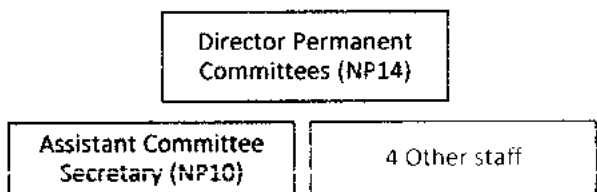
**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Assist Committee Secretaries to develop work plans for committees.
- 4.2 Plan and prepare travel arrangements for committees.
- 4.3 Establish contacts with relevant stakeholders.
- 4.4 Assist in conducting research and background information on matters before committees
- 4.5 Provision of timely and comprehensive committee reports.
- 4.7 Organise and conduct committee inquiries through public briefings and public hearings.
- 4.8 Assist in facilitating committee training programs, workshops and overseas attachment programs.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Permanent Committees through to the Committee Secretaries – Finance Admin Sector & Social Sectors. The individual performs the role of assistant committee secretary.



## 5.2 Internal

- Provide regular briefs to the Committee Secretary, Chairmen and Members of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of social sector committees or other committees when required.
- Liaise with Committee Secretaries on matters of interest and importance referred by Parliament to the Committees for investigation.

## 5.3 External

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees. As an assistant committee secretary the incumbent is responsible for providing relevant assistant to the committee secretaries in developing work plans and implementation of activities to support the work economic sector committees in Parliament. The incumbent is required to facilitate the development and implementation of committee activities, understand committee procedures and processes, and advise the members of parliamentary committees in the absence of the committee secretary. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient functioning of parliamentary committees.

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*28/03/19*

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Assist with developing and implementing programs and activities of the committees
- Determine the use of operational funds for divisional programs and activities

### Recommendations:

- Prepare and implement funding bid for the Social Sector Committee plans and activities
- Assistant Committee Secretary movements
- Provide different approaches to social sector committee plans and activities

## 5.6 Challenges

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.

- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a degree or in Public Administration or Political or Social Work is desirable.

**6.2 Experience**

- 3 to 5 years experiences in a public or private organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable effective performance of parliamentary committees.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

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

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Signature  
Employer (or its delegate)

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Signature  
Employee

.....  
Date

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Date

*M. K. K.*  
28/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

|  |   |
|--|---|
| <b>1. IDENTIFICATION:</b>                          | <b>POSITION NUMBER:</b><br>PCS 016  |
| <b>DEPARTMENT:</b><br>National Parliament          | <b>DESIGNATION/CLASSIFICATION:</b><br>Director – Parliamentary Standing Committee, NP14 |
| <b>DIVISION:</b><br>Parliamentary Committees       | <b>LOCAL DESIGNATION:</b><br>Director Standing Committees                               |
| <b>BRANCH:</b><br>Standing Committees              | <b>REPORTING TO:</b><br>Executive Director  |
| <b>LOCATION:</b><br>Parliament House, Waigani, NCD | <b>INCUMBENT</b>  |

*M. M. M.*  
28/03/19

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG: 1 - 14 | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG: 2 - 18 | 24/09/18          | Created                              |

**2. PURPOSE:**

Provide strategic leadership and direction in the development and implementation of standing committees work programs and activities and contribute to maintaining a high quality parliamentary committee system through achievement of divisional functions and responsibilities.

**3. DIMENSION:**

**Budget:** Responsible for budget exceeding K2 million

**Staff:** Direct subordinates: 3 Committee Secretaries. Other Staff: 6 Staff

**Others:** Ensure the Division function effectively

**4. PRINCIPLE ACCOUNTABILITIES:**

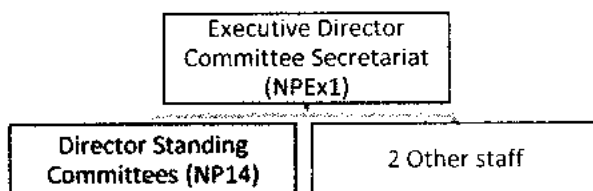
- 4.1 Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- 4.2 Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- 4.3 Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- 4.4 Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Service system.

- 4.5 Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities, and communicating relevant information from the management team.
- 4.6 Ensure relevant policies and procedures covering Divisional responsibilities are developed to assist the Division in achieving its functional responsibilities.
- 4.7 Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- 4.8 Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area.
- 4.9 Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence.
- 4.10 Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

**5 NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position is one of the two positions that report directly to the Executive Director. The other positions are the Director Permanent Committees and Director Public Accounts Committee.



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28/03/19

**5.2 Internal**

- Provide regular advice to the Executive Director, Clerk, Speaker and Members of Parliamentary Committees.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.
- Liaise with Parliament Legal Services on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.
- Member of the Review of all committee reports.

**5.3 External**

- Liaise with NRI and other Government organizations on matters related to Government policies regulations.

**5.4 Work Environment**

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior manager, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on

official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

### Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

*M. M. M.*  
28/03/19

## 5.6 Challenges

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013-2015).
- Managing employees is a challenge because employees have different skills, knowledge, experiences and sets of motivation. As a result the major challenge is to effectively coach and motivate employees into an integrated team to achieve Divisional goals and objectives.
- Funding shortfall in budgetary allocations presents a challenge in achieving Divisional functional responsibilities. A major challenge for this position is to implement strategies to achieve Divisional outcomes within limited funding and time.
- Adequate office equipment and supplies are vital for officers to use to achieve Divisional objectives. Therefore, the challenge is to ensure the employees have adequate office equipment and materials to carry out their responsibilities.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

### 6.1 Qualification

- Tertiary qualification in Social Sciences, Economics and Law. Completion of a master's degree qualification is highly desirable

### 6.2 Experience

- 5 to 10 years of senior management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement 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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**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

|  |  |
|--|--|
| DEPARTMENT:<br><b>National Parliament</b>          | POSITION NUMBER:<br><b>PCS 017</b>                                   |
| DIVISION:<br><b>Parliamentary Committees</b>       | DESIGNATION/CLASSIFICATION:<br><b>Administrative Assistant, NP07</b> |
| BRANCH:<br><b>Standing Committees</b>              | LOCAL DESIGNATION:<br><b>Administrative Assistant</b>                |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Director Standing Committees</b>                 |
|  | INCUMBENT:   |

**HISTORY OF POSITION**

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| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG 1 - 14  | 25/08/17          | RENO, REDES, RECLASS, REVISED DUTIES |
| ORG 2 - 18  | 24/09/18          | CREATED                              |

**2. PURPOSE:**

To provide administrative support and secretarial assistance to the Director and Staff of the Standing Committees, include members of parliamentary committees and other committees from time to time.

**3. DIMENSION:**

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

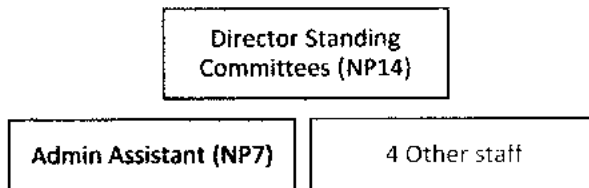
**4. PRINCIPLE ACCOUNTABILITIES:**

- 4.1 Provide secretarial and typing assistance to Director and Committee Secretaries of Permanent Committees.
- 4.2 Assist with management of committee filings
- 4.3 Liaise with relevant stakeholders of importance to committees
- 4.4 Ensure there are financial updates on committee expenses
- 4.5 Plan and prepare travel arrangements for parliamentary committees.
- 4.6 Ensure all mundane and other related activities of the committee secretariat are effectively performed.
- 4.7 Plan coordinate conference venues for committee inquiry meetings.
- 4.8 Perform any other duties as required by the Director and staff of the permanent committees.

#### 4 NATURE AND SCOPE:

##### 5.1 Reporting Relationship

This position reports directly to the Director Standing Committees. The individual performs the role of administrative assistant.



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##### 5.2 Internal:

The Administrative Assistant will provide administrative support and secretarial assistance to committee secretariat. Liaise directly with Chairmen and members of committees on matters relating to the work of parliamentary committees when required. Also liaise with Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

##### 5.3 External:

Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

##### 5.4 Work Environment:

This position requires the incumbent to provide administrative support and secretariat assistance to Manager and Secretariat Staff, relating to the work of parliamentary committees. The incumbent is responsible for providing relevant administrative support in terms of logistics and finance, in the operation of the committee secretariat office. The incumbent is also required to provide secretarial assistance to committee secretaries and members of parliamentary committees. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient functioning of parliamentary committees.

##### 5.5 Framework and Boundaries:

###### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

###### Decisions:

- Assist with developing and implementing programs and activities of the committees
- Determine the use of operational funds for divisional programs and activities

###### Recommendations:

- Assist with preparing and implementing funding bid for parliamentary committees

**5.6 Challenges**

- The committee secretariat is the administrative arm of parliamentary committees therefore it is important to maintain the standard of the office. The major challenge for this position is to provide effective administrative support and mobilization of resources to ensure the committee secretariat can efficient work towards support parliamentary committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a certificate or diploma in Public Administration or Business Studies is desirable.

**6.2 Experience**

- 3 to 5 years experiences in a public or private organization.

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28/07/19*

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Exceptional communication skills.
- Excellent typing and editing skills
- Computer literate in Microsoft applications

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

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

Signature  
Employer (or its delegate)

Signature  
Employee

Date

Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

|  |  |
|--|--|
| DEPARTMENT:<br><b>National Parliament</b>          | POSITION NUMBER:<br><b>PCS 018</b>   |
| DIVISION:<br><b>Parliamentary Committees</b>       | DESIGNATION/CLASSIFICATION:<br><b>Committee Secretary – Culture &amp; Tourism, Boug. Affairs, NP12</b> |
| BRANCH:<br><b>Standing Committees</b>              | LOCAL DESIGNATION:<br><b>Committee Secretary – Economic Sector 1</b>                                   |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | REPORTING TO:<br><b>Director Standing Committees</b>   |
|  | INCUMBENT  |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG:1 - 14  | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG: 2 - 18 | 24/09/18          | Reno /Reclass / JD Revised           |

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**2. PURPOSE:**

Provide leadership and direction in planning and coordinating the activities of committees with specific functions relating to agriculture and sustainable development. and can also assist with the work of other parliamentary committees, as required from time to time.

**3. DIMENSION:**

**Budget:**

**Staff:** Assistant Committee Secretary

**Others:**

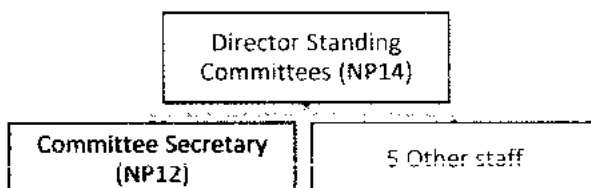
**4 PRINCIPLE ACCOUNTABILITIES:**

- Develop work plans for committees.
- Plan and prepare travel arrangements for committees.
- Establish contacts with relevant stakeholders.
- Conduct research and background information on matters before committees.
- Provision of timely and comprehensive committee reports.
- Organise and conduct committee inquiries through public briefings and public hearings.
- Assist in facilitating committee training programs, workshops and overseas attachment programs.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Standing Committees. The individual performs the role of a committee secretary.



## 5.2 Internal:

- Provide regular briefs to the Director, Chairmen of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of economic sector committees.
- Liaise with Assistant Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

## 5.3 External:

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees and the development of work plans and implementation of activities to support the role of committees in Parliament.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

*M. M. M.*  
28/03/15

### Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

## 5.6 Challenges

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a degree in Social Sciences. Public Policy, Business Studies or Administration is desirable.

**6.2 Experience**

- 3 to 5 years of management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

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**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

|  |   |
|--|---|
| <b>1. IDENTIFICATION:</b>                          | <b>POSITION NUMBER:</b><br>PCS 019  |
| <b>DEPARTMENT:</b><br>National Parliament          | <b>DESIGNATION/CLASSIFICATION:</b><br>Committee Secretary – Economics, NP12 |
| <b>DIVISION:</b><br>Parliamentary Committees       | <b>LOCAL DESIGNATION:</b><br>Committee Secretary                            |
| <b>BRANCH:</b><br>Standing Committees              | <b>REPORTING TO:</b><br>Director Standing Committees                        |
| <b>LOCATION:</b><br>Parliament House, Waigani, NCD | <b>INCUMBENT</b>  |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG: 1 - 14 | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG: 2 - 18 | 24/09/18          | Reno /Reclass / JD Revised           |

**2. PURPOSE:**

Provide leadership and direction in planning and coordinating the activities of committees with specific functions relating to agriculture and sustainable development, and can also assist with the work of other parliamentary committees, as required from time to time.

**3. DIMENSION:**

**Budget:**

**Staff:** Assistant Committee Secretary

**Others:**

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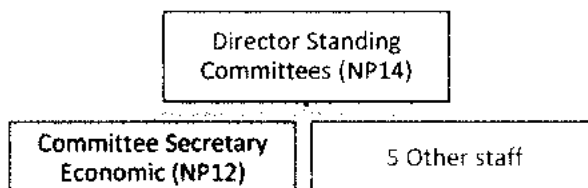
**4. PRINCIPLE ACCOUNTABILITIES:**

- Develop work plans for committees.
- Plan and prepare travel arrangements for committees.
- Establish contacts with relevant stakeholders.
- Conduct research and background information on matters before committees.
- Provision of timely and comprehensive committee reports.
- Organise and conduct committee inquiries through public briefings and public hearings.
- Assist in facilitating committee training programs, workshops and overseas attachment programs.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Standing Committees. The individual performs the role of a committee secretary.



## 5.2 Internal:

- Provide regular briefs to the Director, Chairmen of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of economic sector committees.
- Liaise with Assistant Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

## 5.3 External:

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees and the development of work plans and implementation of activities to support the role of committees in Parliament.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

### Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

## 5.6 Challenges

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

*M. S. M.*  
28/03/19



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

**6.1 Qualification**

- Tertiary qualification with a degree in Social Sciences, Public Policy, Business Studies or Administration is desirable.

**6.2 Experience**

- 3 to 5 years of management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

*Handwritten signature and date: 28/03/17*

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

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

Signature  
Employer (or its delegate)

Signature  
Employee

Date

Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

POSITION NUMBER:  
**PCS 020**

|  |   |
|--|---|
| DEPARTMENT:<br><b>National Parliament</b>          | DESIGNATION/CLASSIFICATION:<br><b>Committee Secretary – Law &amp; Order, NP12</b> |
| DIVISION:<br><b>Parliamentary Committees</b>       | LOCAL DESIGNATION:<br><b>Committee Secretary</b>                                  |
| BRANCH:<br><b>Standing Committees</b>              | REPORTING TO:<br><b>Director Standing Committees</b>                              |
| LOCATION:<br><b>Parliament House, Waigani, NCD</b> | INCUMBENT   |

**HISTORY OF POSITION**

| NP FILE NO. | DATE OF VARIATION | DETAILS                              |
|-------------|-------------------|--------------------------------------|
| ORG: 1 - 14 | 25/08/17          | Reno, Redes, Reclass, Revised Duties |
| ORG: 2 - 18 | 24/09/18          | Reno /Reclass / JD Revised           |

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25/09/19

**2. PURPOSE:**

Provide leadership and direction in planning and coordinating the activities of committees with specific functions relating to agriculture and sustainable development, and can also assist with the work of other parliamentary committees, as required from time to time.

**3. DIMENSION:**

**Budget:**

**Staff:** Assistant Committee Secretary

**Others:**

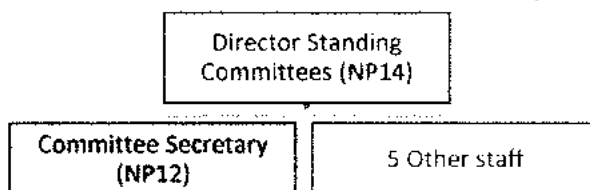
**4. PRINCIPLE ACCOUNTABILITIES:**

- Develop work plans for committees.
- Plan and prepare travel arrangements for committees.
- Establish contacts with relevant stakeholders.
- Conduct research and background information on matters before committees.
- Provision of timely and comprehensive committee reports.
- Organise and conduct committee inquiries through public briefings and public hearings.
- Assist in facilitating committee training programs, workshops and overseas attachment programs.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Standing Committees. The individual performs the role of a committee secretary.



## 5.2 Internal:

- Provide regular briefs to the Director, Chairmen of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of economic sector committees.
- Liaise with Assistant Committee Secretaries on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.

## 5.3 External:

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees and the development of work plans and implementation of activities to support the role of committees in Parliament.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

### Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

## 5.6 Challenges

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.
- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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28/03/19

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

**6.1 Qualification**

- Tertiary qualification with a degree in Social Sciences, Public Policy, Business Studies or Administration is desirable.

**6.2 Experience**

- 3 to 5 years of management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Comprehensive leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of organizational programs and cultural change.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

*How*  
28/07/19

**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**

|   |  |
|---|--|
| <b>1. Identification</b>                                  | <b>POSITION NUMBER:</b><br><b>PCS 021</b>  |
| <b>DEPARTMENT:</b><br><b>National Parliament</b>          | <b>DESIGNATION/CLASSIFICATION:</b><br><b>Assistant Committee Secretary, NP10</b> |
| <b>DIVISION:</b><br><b>Parliamentary Committees</b>       | <b>LOCAL DESIGNATION:</b><br><b>Assistant Committee Secretary</b>                |
| <b>BRANCH:</b><br><b>Permanent Committees</b>             | <b>REPORTING TO:</b><br><b>Director Standing Committees</b>                      |
| <b>LOCATION:</b><br><b>Parliament House, Waigani, NCD</b> | <b>INCUMBENT</b>   |

**HISTORY OF POSITION**

| <b>NP FILE NO.</b> | <b>DATE OF VARIATION</b> | <b>DETAILS</b>                       |
|--------------------|--------------------------|--------------------------------------|
| ORG:1 - 14         | 25/08/17                 | Reno, Redes, Reclass, Revised Duties |
| ORG:2 - 18         | 24/09/18                 | Reno / Reclass / JD Revised          |
|                    |                          |                                      |

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

**2. PURPOSE:**

Assist the committee secretaries plan and coordinate the activities of all committees and can as required from time to time.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:**

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Assist Committee Secretaries to develop work plans for committees.
- 4.2 Plan and prepare travel arrangements for committees.
- 4.3 Establish contacts with relevant stakeholders.
- 4.4 Assist in conducting research and background information on matters before committees.
- 4.5 Provision of timely and comprehensive committee reports.
- 4.7 Organise and conduct committee inquiries through public briefings and public hearings.
- 4.8 Assist in facilitating committee training programs, workshops and overseas attachment programs.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Director Permanent Committees through to the Committee Secretaries – Finance Admin Sector & Social Sectors. The individual performs the role of assistant committee secretary.

Director Standing  
Committees (NP14)

Assistant Committee  
Secretary 1 (NP10)

4 Other staff

## 5.2 Internal

- Provide regular briefs to the Committee Secretary, Chairmen and Members of Parliament Committees.
- Liaise directly with Chairmen and members of committees on matters relating to the work of social sector committees or other committees when required.
- Liaise with Committee Secretaries on matters of interest and importance referred by Parliament to the Committees for investigation.

## 5.3 External

- Liaise with Government organizations and other stakeholders on matters related to the work of parliamentary committees.

## 5.4 Work Environment

This position is a senior position and is responsible for the performance and conduct of parliamentary committees. As an assistant committee secretary the incumbent is responsible for providing relevant assistant to the committee secretaries in developing work plans and implementation of activities to support the work economic sector committees in Parliament. The incumbent is required to facilitate the development and implementation of committee activities, understand committee procedures and processes, and advise the members of parliamentary committees in the absence of the committee secretary. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient functioning of parliamentary committees.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Decisions:

- Assist with developing and implementing programs and activities of the committees
- Determine the use of operational funds for divisional programs and activities

### Recommendations:

- Prepare and implement funding bid for the Social Sector Committee plans and activities
- Assistant Committee Secretary movements
- Provide different approaches to social sector committee plans and activities

## 5.6 Challenges

- The delivery of high quality committee reports and briefs is a major priority for the committee secretariat. The major challenge for this position is to provide leadership and mobilization of resources to achieve the immediate role of the social sector committees.

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25/03/19

- Funding shortfall in budgetary allocations presents a challenge in achieving work plans. A major challenge for this position is to implement committee plans and activities within limited funding and time.

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

**6.1 Qualification**

- Tertiary qualification with a degree or in Public Administration or Political or Social Work is desirable.

**6.2 Experience**

- 3 to 5 years experiences in a public or private organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the system and structures of Government
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable effective performance of parliamentary committees.
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

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

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

Signature  
Employer (or its delegate)

Signature  
Employee

Date

Date

*[Handwritten signature]*  
28/07/19