



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

	POSITION NUMBER: PMS 001
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Director- Parliamentary Media Service NP13
DIVISION: Executive	LOCAL DESIGNATION: Director- Parliamentary Media Service
BRANCH: Parliamentary Media Service	REPORTING TO: Clerk
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>P. Wong</i> <i>28/03/19</i>

HISTORY OF POSITION

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

2. PURPOSE:

Responsible for the coordination, implementation and management of the Parliamentary Media services Division to achieve its intended outcomes and deliver efficient and effective media management, event coverage, determining best media outlet mix for promotional media campaigns, and contribute to populating Parliament Website.

3. DIMENSION:

This function manages effective functioning of the Media Division and the day to day oversight of all aspects of management and administration of 6 officers.
Budget and manage an operational budget for the operations of the Division and its activities.

Budget: K100 000.00

Staff: 7

Others: NA

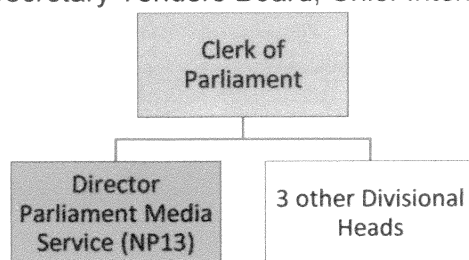
4. PRINCIPLE ACCOUNTABILITIES

- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure relevant policies and procedures covering Divisional responsibilities are developed to assist the Division in achieving its functional responsibilities.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.
- Utilize media strategies and various technologies to relay news and information wider audience regarding Parliament clients (Speaker, Clerk and Members of Parliament)

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the four positions that report directly to the Office of the Clerk. The other three include; Secretary Tenders Board, Chief Internal Auditor and Executive Officer to Clerk.



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5.2 Internal:

Coordinates with Speaker, Clerk and other Managers on all media publications of Parliament

5.3 External:

Liaise with other media outlets for any news publication.

5.4 Work Environment

This position is a management position responsible for defining strategic plan or vision and developing strategies to achieve work plan.

Constraints Framework and Boundaries

Rules/Procedures etc:

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

Decisions:

- Facilitate delegation of duties in relation to employment related matters in accordance with approved legislation (Parliamentary Act, 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 procedure

Recommendations:

- Contribute/suggest to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Provide different approaches to divisional program and its implementation

5.5 Challenges

- Prudent management of social media marketing campaigns and day-to-day activities including; create, curate, and manage all published contents (images, video and written)
- Monitor, listen and respond to wider audience in a "Social" way regarding information presented by the Parliamentary Media Service.
- Managing divisional activities to produce maximum work output within the available resources

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

Minimum Diploma in Journalism studies. Bachelor of Communication Arts (Journalism) would be an advantage. Completion of a master's degree qualification is highly desirable

6.2 Experience

5 - 10 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 how corporate plans are translated and implemented to achieve Institutions directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

6.4 Skills

- Possess 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

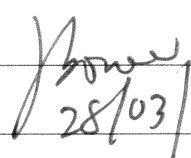
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**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: PMS 002
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Administrative Assistant (NP07)
BRANCH: Parliament Legal Service	LOCAL DESIGNATION: Administrative Assistant to
DIVISION: Parliament Legal Service	REPORTING TO: Director – Parliamentary Media Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:  28/03/19

HISTORY OF POSITION

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

2. PURPOSE:

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

3. DIMENSION:

Budget: Not applicable

Staff: Not applicable

Others: Not applicable

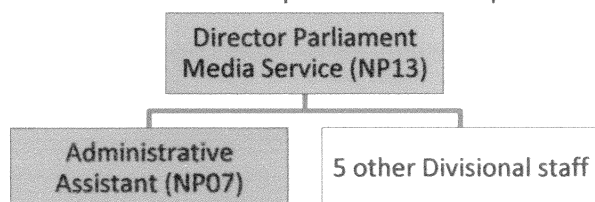
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

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

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the six positions that report directly to the Director Parliament Media Service.



5.2 Internal:

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

5.3 External:

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

5.4 Work Environment:

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

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

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

Decisions:

- Not applicable

Recommendations:

- Not applicable

5.6 Challenges

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

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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 Director

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

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Signature
Employer (or its
delegate)

Signature
Employee

Date

Date



PARLIAMENTARY SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: PMS 003
DIVISION: Office of the Clerk	DESIGNATION/CLASSIFICATION: Publications Co-ordinator, NP12
BRANCH: Parliamentary Media Service	LOCAL DESIGNATION: Publications Co-ordinator
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director – Parliament Media Service
	INCUMBENT:

HISTORY OF POSITION

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

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2. PURPOSE:

This position focuses on providing administrative support in coordinating or synchronizing the efforts of producing all parliamentary publications

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

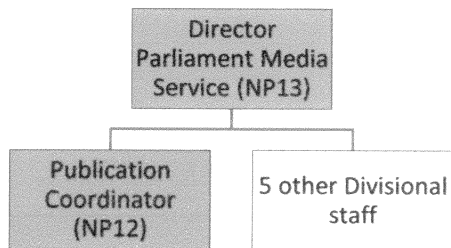
4. PRINCIPLE ACCOUNTABILITIES

- Maintaining a publications calendar and a record of publications produced.
- Creating and editing website summaries of publications, uploading final PDFs to Parliament website.
- Promoting policies and procedures for producing and disseminating attractive accurate, relevant, timely publications.
- Making sure that all publications comply with the relevant branding, marketing and style guidelines and that all legal requirements including copyright law are followed.
- Providing guidance to the organisation on publishing, keeping abreast of new developments to ensure publications are cost effective and relevant.
- Supporting staff and partners to raise standards in editing, writing and translating publications across the organisation through mentoring, advising and providing contacts and information.
- Monitoring and evaluating the quality and use of each publication. Oversee the production of various types of print and online materials related to the work of the National Parliament and the Parliamentary Service
- Create and publish promotional materials, such as newsletters, brochures and reports
- Write articles, editing content written by others, and checking material to ensure it is accurate and free of plagiarism.
- Promote publications related to the National Parliament and the Parliamentary Service through various social networking services and must often meet printing and publishing guidelines and deadlines.
- maintain schedules for the production of publications; route jobs through scheduling, editing, writing, design and distribution

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the six positions that report directly to the Director Parliament Media Service. .



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5.2 Internal:

- Liaise with Parliamentary Service Divisions to ensure their publications are produced on time and delivered in a timely manner.
- Attend to the requirements of all divisions and members of Parliament regarding parliamentary publications.
- Liaise regularly with the Parliament website manager on content updating and populating of the website by ensuring that these publications are uploaded.

5.3 External:

- Attend to inquiries regarding Parliament publications from government departments and other organisations.

5.4 Work Environment

- This position is a skilled position and the incumbent for this position is required to know how to co-ordinate production and manage documents. It is vital that the incumbent must possess high level of professional conduct.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand the right protocols, parliamentary procedures and practice in order undertake tasks diligently.
- Know and understand the Parliamentary Service Act and Standing Orders.

Decisions:

NA

Recommendations:

NA

5.6 Challenges

Setting appropriate production deadlines and delivery dates.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Bachelor's degree in Communications, Journalism or related field.

6.2 Experience

- 3-5 years' experience in the coordination and production of publications. Prior experience working as a publications coordinator may be advantageous

6.3 Knowledge

- Good understanding of the Parliament and the Parliamentary Service.
- Extensive knowledge of the media in the country.
- Knowledge of publishing on the web.

6.4 Skills

- Strong writing and Communications Skills, organisational management, social media experience, excellent computer skills including graphic design and desktop publishing; photography and image editing a plus

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Signature
Employee

Date

Date


28/03/19



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

	POSITION NUMBER: PMS 006
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Media Officer, NP09
DIVISION: Office of the Clerk	LOCAL DESIGNATION: Media Officer – Broadcast Journalist
BRANCH: Parliamentary Media Service	REPORTING TO: Director Parliament Media Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

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

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2. PURPOSE:

The position focuses on journalism as practiced in television and radio to investigate and report events to a bigger-audience programme or network, telling each story in a compelling way - combining the facts with the most apt sounds or pictures

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

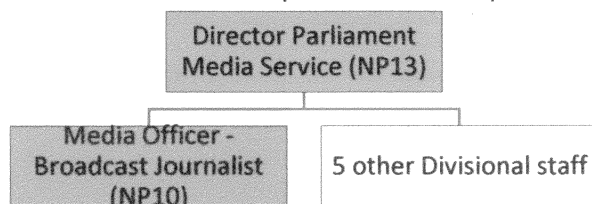
4. PRINCIPLE ACCOUNTABILITIES

- Generate ideas for stories, or taking a brief from a news editor/producer
- Booking and briefing interviewees
- Recording interviews - in person, or through telephone or studio links - and sometimes conducting them live
- Speaking directly to camera or tape
- Finding appropriate images or sounds - either by recording fresh material, or retrieving them from library stock
- Writing introductions and scripting film material
- Adapting material for use in other formats and programmes.
- Attend to all media needs of the Parliamentary Service and Members of Parliament.
- Monitor the dailies for any stories about Parliament and the Parliamentary Service and ensure these are relayed to the media manager.
- Publish regular updates and stories on the parliament website.
- Provide all recorded materials for archiving.
- Perform any other duties that is required by the Director Parliament Media Service
- Research, verify and collate evidence and information to support a story using relevant information sources such as the internet, archives, databases, etc.
- Write scripts for bulletins, headlines and reports
- Provide directorial input, advising crews on what to film or record
- Use portable digital video (DV) cameras and other equipment to record material
- Produce complete packages for broadcast
- Prepare and present material 'on air' for both pre-recorded and live pieces

5 NATURE AND SCOPE:

5.1 Reporting Relationship

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5.2 Internal:

- Liaise with Parliamentary Service the Director Media, Clerk and the Speaker to ensure the requirements for TV, Radio or online news for wider audience is within legal requirements.
- Liaise with Print Journalist and other technical and reporting colleagues (news editor or producer) in the production of broadcast media to wider audience.

5.3 External:

- Liaise with media organisations and government departments on matters regarding publicity, the media and Parliament.
- Assist in facilitating media coverage of events in Parliament including Parliament meetings and Committee inquiries.
- Develop and maintain local contacts and assume a public relations role

5.4 Work Environment

This position focusses on visual communication and the aesthetic expression of concepts and ideas using various graphic elements and tools, to create and systematically plan to solve problems or achieve certain objectives

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand the right protocols, parliamentary procedures and practice in order undertake tasks diligently.
- Know and understand the Parliamentary Service Act and Standing Orders.
- Fair understanding of copyright laws.

Decisions:

- Tailor material for different audiences - for example, producing a short clip for a news bulletin and a longer piece for a current affairs show
- Deciding on selecting appropriate locations, pictures and sound and exercising editorial judgement on the best angle from which to approach a story
- Deciding on the running order for bulletins and making any necessary changes during broadcast

Recommendations:

- Preparing timings for each news item and monitoring these during broadcast

5.6 Challenges

- The ability to do sound research and produce accurate news relating to work of the National Parliament for broadcast to TV, Radio or online for wider audience
- To present information in a balanced, accurate and interesting way through news bulletins, documentaries and other factual programmes on TV, Radio or online.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Degree in Communication Arts (Journalism).

6.2 **Experience**

- 3-5 years' experience in communication arts or related work experience in government or private sector

6.3 **Knowledge**

- Good understanding of the Parliament and the Parliamentary Service.
- Extensive knowledge of the media in the country.
- Knowledge of publishing on the web.
- Conversant with Adobe Audition software for compilation of TV news and photo-editing software, such as Photoshop
- Passionate about design and willingness to update job knowledge by participating in educational training and conference opportunities

6.4 **Skills**

- Creativity and originality with excellent news-gathering and reporting skills
- A clear and professional broadcasting voice
- A persuasive manner and the ability to draw information from people
- A feel for what makes a story and how best to present it to particular audiences
- The ability to think creatively and see all potential angles of a story confidence
- To be effective under the pressure of deadlines and be objective, fair and balanced in the treatment of stories
- Technical knowledge and skills in using a range of audio and/or visual equipment
- A knowledge of the law, ethics and industry regulation as they affect journalists
- Self-motivation and flexibility with interpersonal skills
- Excellent keyboard and IT skills,
- Exceptional creativity and innovation
- Accuracy and attention to detail
- An understanding of the latest trends and their role within a commercial environment
- Excellent computer skills and desktop publishing
- Excellent communication and writing skills.
- Research skills.
- Self-confidence, and the ability to make people feel relaxed.
- The ability to absorb information quickly.
- The ability to write in an appropriate style.
- keyboard and IT skills

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