



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 001</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Parliament Chief of Security, NP13</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Chief of Security</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Executive Director Corporate and Support Service</b>
	INCUMBENT:

**HISTORY OF POSITION**

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG : 1 - 14		Reno, Redes, Re-class, Revised Duties
ORG: 2 - 18	24/09/18	Re-class /Revised Duties

**2. PURPOSE:**

Responsible for the coordination, implementation and management of the Parliamentary Security systems to achieve high quality security service for the Members of Parliament, Staff, visitors, foreign Guest and others. Deliver efficient and effective services in the areas of security management.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** Direct subordinates: 2X Deputy Chief of Security, Other Staff: 72 Staff  
**Others:** Ensure the Security Division functions efficiently and effectively.

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

- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement
- Achieve 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 development of Parliamentary Service policies, research and data analysis to meet the changing needs of the Service systems and providing relevant information and date for better management decision to improving the Parliamentary Service system
- 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.
- 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

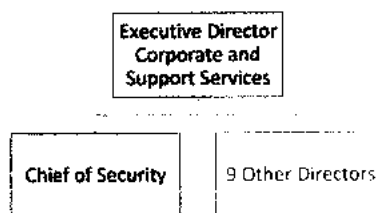
- Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area.
- Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence
- Provide constructive feedback on work performance, both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

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Secretary Parliamentary Service while the two deputies report to the Chief of Security.

The Chief of Security reports directly to the Executive Director Corporate and Support Services and the Clerk of Parliament.



*John*  
28/03/19

### 5.2 Internal:

- Provide regular advice to the Secretary Parliamentary Services.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.
- Liaise with Secretary Parliamentary Services on matters of interest and importance referred by Parliament to the security Division for investigation.
- Member of the Clerk's management team.

### 5.3 External:

- Liaise with Police Department and other security organizations on matters related to security matters.

### 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 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.
- National Training Council Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

### Recommendations:

- Make recommendations to the administration on financial and operational matters

## 5.6 Challenges

- Provide accurate information to Members of Parliament and Staff.
- Serve with dignity and fairness.
- Meet deadlines for security investigations etc.
- Provide reports/advice to the on all security matters/concerns

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Public Policy Management or a Degree in a related discipline. A Masters is desirable.

### 6.2 Experience

At least 5 - 10 years of experience at managerial level

*Ysaw*  
*28/03/19*

### 6.3 Knowledge

Must have a thorough knowledge of:

- Understand Security work processes with the common laws of the country
- Understanding of Parliamentary practice and procedure and of a legislature
- Constitution of PNG, Public Finance (Management) Act, Public Service (Management) Act and the Parliamentary Service Act

### 6.4 Skills

- Good management and leadership skills
- Command good communication and written skills
- Investigative skills
- Have strong interpersonal and negotiation skills
- Computer literate

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

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Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	<b>POSITION NUMBER:</b> PSS-002
<b>DEPARTMENT:</b> Parliamentary Service	<b>DESIGNATION/CLASSIFICATION:</b> Administrative Assistant (NP07)
<b>BRANCH:</b> Parliament Legal Service	<b>LOCAL DESIGNATION:</b> Administrative Assistant to Chief of Security
<b>DIVISION:</b> Parliament Legal Service	<b>REPORTING TO:</b> Chief of Security
<b>LOCATION:</b> Parliament House, Waigani, NCD	<b>INCUMBENT:</b>

**HISTORY OF POSITION**

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

- 2. PURPOSE:**  
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

*Y. J. J.*  
*22/03/19*

**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 Chief of Security

Chief of Security (NP14)

Administrative  
Assistant (NP7)

Other Staff

**5.2 Internal:**

- Work with the Institutional Officers to ensure smooth operation of the office of the Chief of Security and other Directors in the absence of their executive assistances
- Report to the Chief of Security 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 Chief of Security.
- 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

*Yam*  
*28/03/15*

**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**

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

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

.....  
Signature  
Employee

.....  
Date

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Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 003</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Deputy Chief Security Officer, NP10</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Deputy Chief of Security</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Chief of Security</b>
	INCUMBENT: <i>[Signature]</i> <b>28/03/19</b>

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To provide day to day management of the security operations and security requirements of the National Parliament and achievement of the highest possible standards of security by controlling, directing, rostering and monitoring security personnel in the daily execution of security control measures in compliance with all security and safety requirements of the National Parliament, the Parliamentary Services Act and other rules and regulations that governs the conduct and operations of the National Parliament.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** Direct subordinates: 8X Security Shift Supervisors, 8X Assistant Security Shift Supervisors and Other Security Officers.

**Others:** Ensure the Security Division functions efficiently and effectively.

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

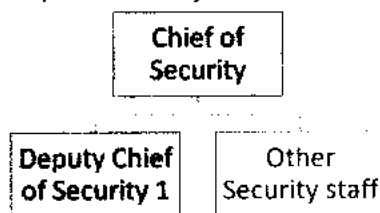
- Plan, lead, control and coordinate the day to day security operations of the National Parliament.
- Hold regular Middle Management meetings to develop and implement strategies to address problems affecting efficient implementation of operational activities and communicating relevant information from the management team down to Shift Supervisors and Assistant Shift Supervisors.
- Mentor, coach and encourage Shift Supervisors, Assistant Shift Supervisors and staff to achieve excellence in their work area.
- Implement new procedures and practices to ensure cost effective achievement of Security Division operational goals and objectives.
- Constantly review the standard of service and manning provided by Shift Supervisors, Assistant Shift Supervisors and Security Officers.
- Provided advice to National Parliament Management on Security Matters as and when required.
- Evaluate and monitor technical equipment, including electronic and computer-based equipment, used in the field of security. Ensure the effectiveness of existing equipment and recommend on the suitability of new equipment including communications equipment for security usage.
- Constantly review National Parliament's physical security and provide advice on shortcomings

- Ensure security control measures related to access control, security of the Parliament Building and Precincts, rostering or posting of security officers, movement of security operations vehicles and the security of all Parliamentarians are consistently implemented effectively.
- Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.
- Be involved in the annual preparation of divisional budget submissions.
- Other duties as directed by Chief of Security.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Chief of Security



*Y. J. ...*  
28/03/17

### 5.2 Internal:

- Provide daily briefs to the Chief of Security.
- Liaise directly with Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Chief of Security on matters of interest and importance referred by Parliament to the Chief of Security by the Management.
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a management position and is responsible for all security operation on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures and the administration of a Security Department or Division. As a manager, it is important to encourage, mentor and support staff to achieve performance excellence.

## 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.
- All directives issued by or instruction given by Chief of Security must be complied to.
- Rostering for duty will come from Chief of Security as per Operational requirements.

### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

## 5.5 Challenges

- 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

- Degree in Public Policy Management or equivalent tertiary qualification. Post Graduate qualification in relevant field is highly desirable.

### 6.2 Experience

At least 5 - 10 years of experience at managerial level

*[Signature]*  
28/03/19

### 6.3 Knowledge

- Understanding of the government machinery.
- Knowledge of the Parliamentary Service Act, security operations and other related legislative provisions.
- Understanding of the Parliamentary Services Corporate Plan 2015 – 2017 and Government directions in respect to the Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Skills in successful management of organizational programs and cultural change.
- Skills in team work and team management.
- Good negotiation and representational skills.
- Must be Computer Literate in Microsoft applications

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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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





## PARLIAMENTARY SERVICE JOB DESCRIPTION

<b>1. IDENTIFICATION</b>	POSITION NUMBER: <b>PSS 004</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>ID Access Controller, NP05</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>ID Access Controller</b>
BRANCH: <b>Parliament Security Services</b>	REPORTING TO: <b>Chief of Security</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

To effectively and efficiently perform all identification card production, management, database creation and other secretarial, administrative and divisional computer support duties in the Security Division for the National Parliament.

### 3. DIMENSION:

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

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

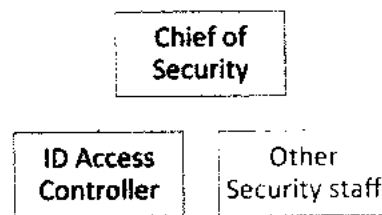
- Ensure that all Identification Cards are produced as per approval from Parliamentarians. Divisional •Heads and Departmental Heads for their staff.
- Ensure all requested correspondences, minutes and other such reports are effectively and efficiently prepared.
- Maintain an effective and operative soft copy id card filing system.
- Collect quotation on supplies or other items needed for the division.
- Compile all invoices and submit to Chief of Security for endorsement.
- Order stationary, supplies, uniforms/equipment and meals and keep current records of the same.
- Attend to daily office management tasks and general enquiries
- Other duties as directed by Chief of Security.

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports directly to the Chief of Security while the Shift Supervisors and Assistant Shift Supervisors report to the Deputy Chief of Security - Operations.

The Investigator, the Training Officer, the Compliance & Safety Officer and the Id Access Card Controller all report directly to the Chief of Security.



13/03/19

## 5.2 Internal:

- Provide weekly briefs to the Chief of Security.
- Hand over all monies made from Id Card Production to Chief of Security on a weekly basis.
- Liaise with Chief of Security on areas requiring assistance for the division.
- Collect Minutes of Chief of Security's Middle Management Team and prepare and distribute when Administrative Assistant is not around.

## 5.3 External:

- Liaise with stationary and consumable suppliers for supply of these office items for Id Card Production and secretarial and administrative duties with approval from Chief of Security.

## 5.4 Work Environment

This position is responsible for creating, filing, producing and issuing of all Id Cards to Parliamentarians and their staff, National Parliament Staff and others who use the National Parliament Building and Precincts and also attending to secretarial and administrative duties on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with the Id production equipment and secretarial and administrative processes and procedures of a diverse organisation and must be adequately trained and skilled in secretarial and administrative duties in the office.

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

Delivery of services must be consistent 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.  
All directives issued by or instruction given by Chief of Security must be complied to.  
Rostering for duty will come from Chief of Security as per administrative requirements.

### Recommendations:

Development of administrative policies and procedures.  
Adjust to make changes to the Government and Service policies.

## 5.6 Challenges

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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Must have Grade 12 Certificate and Diploma in Computer Studies or Office Management/Administration. A higher qualification in relevant field is highly desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a similar field

### 6.3 Knowledge

Must have a thorough knowledge of:

- Understanding of the government machinery.
- Knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to administrative practices in respect to the National Parliament.
- Knowledge of principles and practices of good management and workmanship.

### 6.4 Skills

Must possess excellent knowledge of identification card production and computer related support duties with excellent typing and computer skills.

This position requires good communication and satisfactory secretarial competency and/or experience including a familiarity with operating policies and procedures related to the National Parliament.

Skills in team work and team management.

Must be 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, conscientiously believing the statement contain therein to be true in every particular.

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

.....  
Signature  
Employee

.....  
Date

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Date

*28/03/19*



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 005</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Training Officer – Security, NP08</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Training Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Chief Security Officer</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

To facilitate the growth of security culture by implementing suitable training programs ensure compliance with the National Parliament security requirements and regulatory requirements governing the conduct of the Security division by conducting regular audits and evaluation of the National Parliament procedures and processes related to security and safety.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** Ensure all trainings are conducted professionally, efficiently and effectively.

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

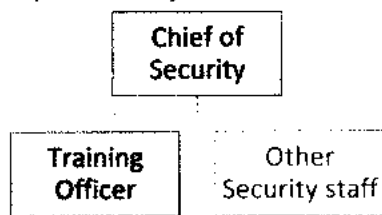
- Assist in designing a security training program to suit all operational areas within the National Parliament.
- Research and design training packages to suit regulatory and operational training requirements.
- Maintain a training register to ensure that all training records are retained as vital components of an information system and for the purpose of audits.
- Ensure the new security programme maintains currency and relevance to regional and international standards.
- Conduct recurrent security-related training for all operational areas.
- Conduct training on the proper implementation of new security procedures and practices.
- Conduct regular security induction training for casuals and new employees.
- Other duties as directed by Chief of Security.

### 5. NATURE AND SCOPE:

#### 5.1 Reporting Relationship

This position reports directly to the Chief of Security while the Shift Supervisors and Assistant Shift Supervisors report to the Deputy Chief of Security - Operations.

The Investigator, the Training Officer, the Compliance & Safety Officer and the Id Access Card Controller all report directly to the Chief of Security.



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

## 5.2 Internal:

- Provide weekly briefs to the Chief of Security.
- Liaise with Deputy Chief of Security, the Investigator, the Compliance & safety Officer, Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Chief of Security on matters of interest and importance with regards to training referred by National Parliament management to the Chief of Security.
- Member of the Chief of Security's Middle Management Team.

## 5.3 External:

- Liaise with the National Training Council (NTC) and other security and safety training organizations on training matters with the approval of Chief of Security.

## 5.4 Work Environment

This position is a senior position and is responsible for all staff training matters on a daily basis. The incumbent is required to have extensive knowledge and familiarity with training of staff and mentoring of staff in a Security Department or Division

## 5.5 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.
- All directives issued by or instruction given by Chief of Security must be complied to.
- Rostering for duty will come from Chief of Security as per Operational and Administrative requirements.

### Recommendations:

Adjust to make changes to the training needs of the Service

## 5.6 Challenges

New position and the incumbent will start from scratches and set up this section.

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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Must have Grade 12 Certificate with Diploma in Education (Teaching/Training) or relevant tertiary qualification. A Degree qualification in relevant field is highly desirable.
- Must have Training of Trainers (TOT) Certificate from a recognised institute.
- Must have undergone certified trainings in conducting training for organisations

### 6.2 Experience

At least 3 - 5 years of experience in a training environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

Must possess well developed analytical skills and operational experience in the public sector.

Excellent skills in training and mentoring

Skills in team work and team management

Good negotiation and representational skills

Must be 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

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18/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

/ 28/05/19

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 006</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Compliance and Safety Officer, NP08</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Compliance and Safety Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Chief Security Officer</b>
	INCUMBENT:

**HISTORY OF POSITION**

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

**2. PURPOSE:**

To ensure compliance with the National Parliament security requirements and regulatory requirements governing the conduct of the Security division by conducting regular audits and evaluation of the National Parliament procedures and processes related to security and safety

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** Ensure all trainings are conducted professionally, efficiently and effectively.

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

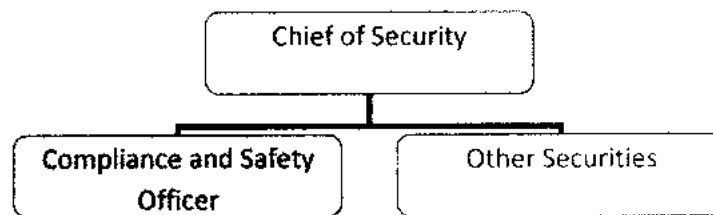
- Conduct investigations into incidences of fraud, security and safety incidents and general misconduct and provide recommendations for management decision.
- Gather intelligence and analyse data of possible risks/threats against the National Parliament and its staff and the Parliamentarians and provide reports for appropriate precautionary measures to be taken.
- Participate in the conduct of security surveys to evaluate the effectiveness of security control measures in the National Parliament
- Participate in ensuring corrective and preventative actions are taken to maintain compliance to operational and regulatory requirements.
- Assist with the implementation of new procedures and practices to ensure cost effective achievement of Security Division Goals and Objectives
- Conduct covert security operations where the need arises
- Constantly review National Parliament's physical security and provide advice on shortcomings.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This position reports directly to the Chief of Security while the Shift Supervisors and Assistant Shift Supervisors report to the Deputy Chief of Security - Operations.

The Investigator, the Training Officer, the Compliance & Safety Officer and the Id Access Card Controller all report directly to the Chief of Security.



*John*  
28/03/19

#### 5.2 Internal:

- Provide weekly briefs to the Chief of Security.
- Liaise with Deputy Chief of Security, the Investigator, the Compliance & safety Officer, Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Chief of Security on matters of interest and importance with regards to training referred by National Parliament management to the Chief of Security.
- Member of the Chief of Security's Middle Management Team.

#### 5.3 External:

- Liaise with the Police Department and other security and safety organizations on compliance, audit and safety matters with the approval of Chief of Security.

#### 5.4 Work Environment

- 6 This position is a senior position and is responsible for all security/safety compliance and audits on a daily basis. The incumbent is required to have extensive knowledge and familiarity with security and safety compliance and audits in a Security Department or Division.

#### 6.4 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.
- All directives issued by or instruction given by Chief of Security must be complied to.
- Rostering for duty will come from Chief of Security as per Operational and Administrative requirements

##### Recommendations:

Adjust to make changes to the training needs of the Service

#### 6.5 Challenges

New position and the incumbent will start from scratches and set up this section.

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.



## 7 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Must have Grade 12 Certificate with relevant tertiary qualification in Safety and Security or equivalent tertiary qualification. A Degree qualification in relevant field is highly desirable.
- Must have undergone certified training in the security investigations methods of conducting system and process audits.
- Must have undergone a certified training in conducting audits and evaluating safety standards.

### 6.2 Experience

At least 3 - 5 years of experience in a training environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act, Criminal Code Act, Summary Offences Act, and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership..

### 6.4 Skills

Must possess well developed analytical skills and operational experience in the public sector.

Excellent skills in audit and compilation of reports

Skills in team work and team management

Good negotiation and representational skills

Must be 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

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28/03/15



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 007</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Investigator, NP09</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Investigator</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Chief Security Officer</b>
	INCUMBENT:

*Long*  
*28/03/19*

### HISTORY OF POSITION

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

### 2. PURPOSE:

To conduct quality investigations and risk assessments, and offer sound and timely resolutions to fraud, security and safety incidents, general misconduct and possible threats/risks against the National Parliament and the Parliamentarians.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** Ensure all trainings are conducted professionally, efficiently and effectively.

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

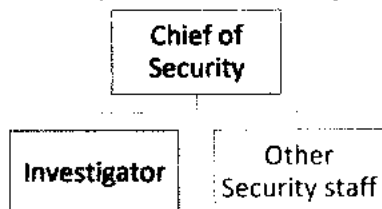
- Conduct investigations into incidences of fraud, security and safety incidents and general misconduct and provide recommendations for management decision.
- Gather intelligence and analyse data of possible risks/threats against the National Parliament and its staff and the Parliamentarians and provide reports for appropriate precautionary measures to be taken.
- Participate in the conduct of security surveys to evaluate the effectiveness of security control measures in the National Parliament.
- Participate in ensuring corrective and preventative actions are taken to maintain compliance to operational and regulatory requirements.
- Assist with the implementation of new procedures and practices to ensure cost effective achievement of Security Division Goals and Objectives.
- Conduct covert security operations where the need arises.
- Constantly review National Parliament's physical security and provide advice on shortcomings
- Other duties as directed by Chief of Security.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Chief of Security while the Shift Supervisors and Assistant Shift Supervisors report to the Deputy Chief of Security - Operations.

The Training Officer, the Compliance & Safety Officer, the Administrative Assistant, Investigator and the Id Access Card Controller all report directly to the Chief of Security. The reporting relationship is shown in this graphical form hereunder



*Wm*  
28/03/19

### 5.2 Internal:

- Provide weekly briefs to the Chief of Security.
- Liaise with Deputy Chief of Security, the Investigator, the Compliance & safety Officer, Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Chief of Security on matters of interest and importance with regards to training referred by National Parliament management to the Chief of Security.
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on investigation matters with the approval of Chief of Security.

### 5.4 Work Environment

This position is a senior position and is responsible for all security investigations on a daily basis. The incumbent is required to have extensive knowledge and familiarity with security and safety investigations in a Security Department or Division.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security must be complied to.
- Rostering for duty will come from Chief of Security as per Operational and Administrative requirements.

#### Recommendations:

Adjust to make changes to the training needs of the Service

### 5.6 Challenges

New position and the incumbent will start from scratches and set up this section.

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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Must have Grade 12 Certificate with Diploma in Education (Teaching/Training) or relevant tertiary qualification. A Degree qualification in relevant field is highly desirable.
- Must have Training of Trainers (TOT) Certificate from a recognised institute.
- Must have undergone certified trainings in conducting training for organisations

### 6.2 Experience

At least 3 - 5 years of experience in a training environment

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### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

Must possess good knowledge of investigation methods with well developed analytical skills and understanding of legal systems and processes.

Excellent skills in successful investigation of fraud, security incidents, general misconduct.

Skills in team work and team management.

Good negotiation and representational skills.

Must be 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

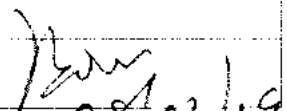
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Date

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Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 008</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Security Officer (Speaker's Office), NP05</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Security Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Deputy Chief Security Officer</b>
	INCUMBENT:  <b>28/03/19</b>

**HISTORY OF POSITION**

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

**2. PURPOSE:**

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts, Office of the Speaker and National Parliament Assets are protected and or guarded by all securities.

**3. DIMENSION:**

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

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

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28/03/19

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

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28/03/15

## 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: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 009</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Security Officer (Speaker's Office), NP04</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Security Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Deputy Chief Security Officer</b>
	INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts, Office of the Speaker and National Parliament Assets are protected and or guarded by all securities.

### 3. DIMENSION:

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

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*28/03/19*

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.



- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

*How*  
28/03/19

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten Signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 010**

DESIGNATION/CLASSIFICATION:

**Security Officer (Deputy Speaker's Office), NP04**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Deputy Chief Security Officer**

INCUMBENT:

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#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts. Office of the Deputy Speaker and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

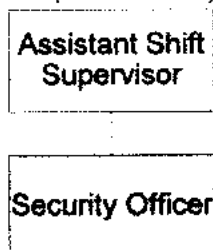
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor



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### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*John*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 011**

DESIGNATION/CLASSIFICATION:

**Deputy Chief Security Officer – Operations, NP10**

LOCAL DESIGNATION:

**Deputy Chief of Security**

REPORTING TO:

**Chief of Security**

INCUMBENT:

*John*  
28/03/19

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To provide day to day management of the security operations and security requirements of the National Parliament and achievement of the highest possible standards of security by controlling, directing, rostering and monitoring security personnel in the daily execution of security control measures in compliance with all security and safety requirements of the National Parliament, the Parliamentary Services Act and other rules and regulations that governs the conduct and operations of the National Parliament.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** Direct subordinates: 8X Security Shift Supervisors, 8X Assistant Security Shift Supervisors and Other Security Officers.

**Others:** Ensure the Security Division functions efficiently and effectively.

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

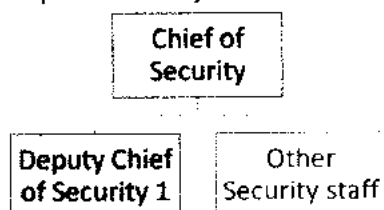
- Plan, lead, control and coordinate the day to day security operations of the National Parliament.
- Hold regular Middle Management meetings to develop and implement strategies to address problems affecting efficient implementation of operational activities and communicating relevant information from the management team down to Shift Supervisors and Assistant Shift Supervisors
- Mentor, coach and encourage Shift Supervisors, Assistant Shift Supervisors and staff to achieve excellence in their work area
- Implement new procedures and practices to ensure cost effective achievement of Security Division operational goals and objectives.
- Constantly review the standard of service and manning provided by Shift Supervisors, Assistant Shift Supervisors and Security Officers
- Provided advice to National Parliament Management on Security Matters as and when required.
- Evaluate and monitor technical equipment, including electronic and computer-based equipment, used in the field of security. Ensure the effectiveness of existing equipment and recommend on the suitability of new equipment including communications equipment for security usage
- Constantly review National Parliament's physical security and provide advice on shortcomings

- Ensure security control measures related to access control, security of the Parliament Building and Precincts, rostering or posting of security officers, movement of security operations vehicles and the security of all Parliamentarians are consistently implemented effectively
- Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.
- Be involved in the annual preparation of divisional budget submissions.
- Other duties as directed by Chief of Security.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Chief of Security



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### 5.2 Internal:

- Provide daily briefs to the Chief of Security.
- Liaise directly with Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Chief of Security on matters of interest and importance referred by Parliament to the Chief of Security by the Management.
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a management position and is responsible for all security operation on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures and the administration of a Security Department or Division. As a manager, it is important to encourage, mentor and support staff to achieve performance excellence.

## 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.
- All directives issued by or instruction given by Chief of Security must be complied to.
- Rostering for duty will come from Chief of Security as per Operational requirements.

### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

## 5.5 Challenges

- 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

- Degree in Public Policy Management or equivalent tertiary qualification. Post Graduate qualification in relevant field is highly desirable.

### 6.2 Experience

At least 5 - 10 years of experience at managerial level

*Man*  
28/03/19

### 6.3 Knowledge

- Understanding of the government machinery.
- Knowledge of the Parliamentary Service Act, security operations and other related legislative provisions.
- Understanding of the Parliamentary Services Corporate Plan 2015 – 2017 and Government directions in respect to the Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Skills in successful management of organizational programs and cultural change.
- Skills in team work and team management.
- Good negotiation and representational skills.
- Must be 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: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 012</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Shift Supervisor 1, NP05</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Shift Supervisor 1</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Deputy Chief of Security Operations</b>
	INCUMBENT: <i>[Signature]</i> 28/03/19

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure commitment to the highest possible standards of security control measures is maintained by staff through the supervision of daily operations of the shift and security requirements of the National Parliament.

#### 3. DIMENSION:

<b>Budget:</b>	NA
<b>Staff:</b>	Direct subordinates: Assistant Security Shift Supervisors and Security Officers
<b>Others:</b>	Ensure all trainings are conducted professionally, efficiently and effectively.

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

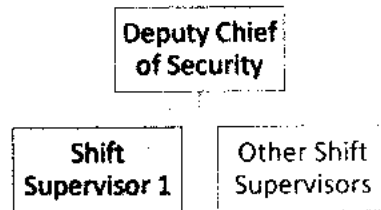
- Maintain a current risk/threat analysis of all aspects of National Parliament operations.
- Assist with the evaluation and monitoring of technical equipment used in the field of Security.
- Ensure the effectiveness of the existing equipment and recommend on the suitability of new equipment for security usage.
- Mentor, coach and encourage Assistant Security Shift Supervisors and Security Officers to achieve excellence in their work area.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Deputy Chief of Security (Operations) as necessary in the daily conduct of his duties.
- Attend meetings as directed by Management.
- Provide Daily Situation Reports and recommendations to Deputy Chief of Security (Operations).
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations).
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.
- Discipline security officers by taking personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) officers who may have committed a disciplinary offence.

- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Deputy Chief of Security



*Man*  
28/03/19

### 5.2 Internal:

- Provide daily briefs to the Deputy Chief of Security.
- Liaise directly with fellow Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Deputy Chief of Security on matters of interest and importance referred by Parliament by the Management.
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a senior position and is responsible for all security operation supervision on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures of a Security Department or Division. As a Supervisor, it is important to encourage, mentor and support staff to achieve performance excellence.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### Recommendations:

- Adjust to make changes to the Government and Service policies
- Staff movements

### 5.6 Challenges

- Supervising 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 day to day operational requirements.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 12 Certificate with relevant training in Security Industries or equivalent tertiary qualification. Successful completion of relevant Supervisory Courses is desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a training environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good supervision and organizational skills
- Skills in team work and team supervision.
- Good negotiation and representational skills.
- Must be Computer Literate in Microsoft applications.
- People management skills knowledge.

*Ban*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 011</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Deputy Chief Security Officer – Operations, NP10</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Deputy Chief of Security</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Chief of Security</b>
	INCUMBENT: <i>Done</i> <b>28/03/19</b>

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To provide day to day management of the security operations and security requirements of the National Parliament and achievement of the highest possible standards of security by controlling, directing, rostering and monitoring security personnel in the daily execution of security control measures in compliance with all security and safety requirements of the National Parliament, the Parliamentary Services Act and other rules and regulations that governs the conduct and operations of the National Parliament.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** Direct subordinates: 8X Security Shift Supervisors, 8X Assistant Security Shift Supervisors and Other Security Officers.

**Others:** Ensure the Security Division functions efficiently and effectively.

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

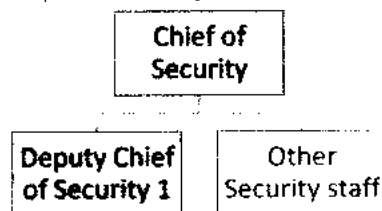
- Plan, lead, control and coordinate the day to day security operations of the National Parliament.
- Hold regular Middle Management meetings to develop and implement strategies to address problems affecting efficient implementation of operational activities and communicating relevant information from the management team down to Shift Supervisors and Assistant Shift Supervisors.
- Mentor, coach and encourage Shift Supervisors, Assistant Shift Supervisors and staff to achieve excellence in their work area.
- Implement new procedures and practices to ensure cost effective achievement of Security Division operational goals and objectives.
- Constantly review the standard of service and manning provided by Shift Supervisors, Assistant Shift Supervisors and Security Officers.
- Provided advice to National Parliament Management on Security Matters as and when required.
- Evaluate and monitor technical equipment, including electronic and computer-based equipment, used in the field of security. Ensure the effectiveness of existing equipment and recommend on the suitability of new equipment including communications equipment for security usage.
- Constantly review National Parliament's physical security and provide advice on shortcomings.

- Ensure security control measures related to access control, security of the Parliament Building and Precincts, rostering or posting of security officers, movement of security operations vehicles and the security of all Parliamentarians are consistently implemented effectively.
- Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.
- Be involved in the annual preparation of divisional budget submissions.
- Other duties as directed by Chief of Security.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Chief of Security



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28/03/19

### 5.2 Internal:

- Provide daily briefs to the Chief of Security.
- Liaise directly with Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Chief of Security on matters of interest and importance referred by Parliament to the Chief of Security by the Management.
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a management position and is responsible for all security operation on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures and the administration of a Security Department or Division. As a manager, it is important to encourage, mentor and support staff to achieve performance excellence.

## 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.
- All directives issued by or instruction given by Chief of Security must be complied to.
- Rostering for duty will come from Chief of Security as per Operational requirements.

### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

## 5.5 Challenges

- 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

- Degree in Public Policy Management or equivalent tertiary qualification. Post Graduate qualification in relevant field is highly desirable.

### 6.2 Experience

At least 5 - 10 years of experience at managerial level

*28/03/19*

### 6.3 Knowledge

- Understanding of the government machinery.
- Knowledge of the Parliamentary Service Act, security operations and other related legislative provisions.
- Understanding of the Parliamentary Services Corporate Plan 2015 – 2017 and Government directions in respect to the Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Skills in successful management of organizational programs and cultural change.
- Skills in team work and team management.
- Good negotiation and representational skills.
- Must be 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: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 013</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Assistant Shift Supervisor 1, NP04</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Assistant Shift Supervisor</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Shift Supervisor</b>
	INCUMBENT: <i>[Signature]</i> 28/03/19

### HISTORY OF POSITION

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

### 2. PURPOSE:

To assist Security Shift Supervisors and ensure commitment to the highest possible standards of security control measures is maintained by staff through the supervision of daily operations and security requirements of the National Parliament.

### 3. DIMENSION:

**Budget:** NA  
**Staff:** Security Officers in his shift  
**Others:** Ensure all postings are conducted professionally, efficiently and effectively.

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

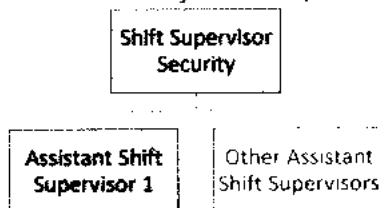
- Maintain a current risk/threat analysis of all aspects of National Parliament operations
- Assist with the evaluation and monitoring of technical equipment used in the field of Security. Ensure the effectiveness of the existing equipment and recommend on the suitability of new equipment for security usage
- Mentor, coach and encourage Security Officers to achieve excellence in their work area.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Deputy Chief of Security (Operations) as necessary in the daily conduct of his duties.
- Attend meetings as directed by Management
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Deputy Chief of Security (Operations)
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations).
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.
- Discipline security officers by taking personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) officers who may have committed a disciplinary offence.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.

- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Security Shift Supervisor



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28/03/19

### 5.2 Internal:

- Provide daily briefs to the Security Shift Supervisor.
- Liaise directly with fellow Assistant Shift Supervisors and Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Deputy Chief of Security on matters of interest and importance referred by Parliament by the Management.
- Member of the Chief of Security's Middle Management Team in the absence of Security Shift Supervisor.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a senior position and is responsible for all security operation supervision on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures of a Security Department or Division. As a Assistant Shift Supervisor, it is important to encourage, mentor and support staff to achieve performance excellence.

### 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### Recommendations:

- Adjust to make changes to the daily security operations
- Staff movements and relief.

### 5.6 Challenges

- Supervising 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 day to day operational requirements.
- 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

- Grade 12 Certificate with related security training qualification. Successful completion of relevant Supervisory Courses is desirable.

### 6.2 Experience

At least 3 - 5 years of work experience at a supervisory level in a security environment.

### 6.3 Knowledge

- Excellent spoken and written language in English.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures of investigation and writing of different types of reports.

### 6.4 Skills

- Organizational and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills
- Good spoken and written English

*Bone*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 014**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor**

INCUMBENT:

*Home*  
28/03/19

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

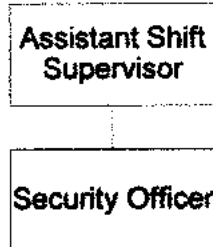
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor



*1 hour  
28/03/19*

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT:	Parliamentary Service	POSITION NUMBER	PSS 015
DIVISION:	Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION:	Security Officer, NP03
BRANCH:	Parliament Security Services	LOCAL DESIGNATION:	Security Officer
LOCATION:	Parliament House, Waigani, NCD	REPORTING TO:	Assistant Shift Supervisor
		INCUMBENT:	

### HISTORY OF POSITION

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

### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

### 3. DIMENSION:

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

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

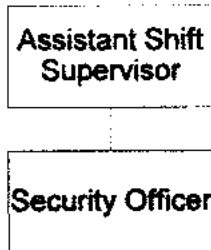
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor



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28/03/19

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 016</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Security Officer, NP03</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Security Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Shift Supervisor</b>
	INCUMBENT: <i>[Signature]</i> <b>28/03/19</b>

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

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

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.



- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

**Assistant Shift  
Supervisor**

**Security Officer**

*How*  
28/03/19

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*JSW*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 017**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor**

INCUMBENT:

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

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

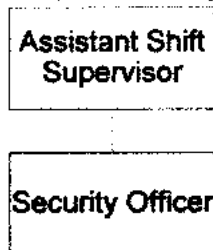
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Shift Security Supervisor



*How*  
28/03/19

### 5.2 Internal:

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

### 5.6 Challenges

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*Done*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

.....  
Signature  
Employee

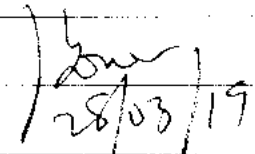
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Date

.....  
Date



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 018</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Security Officer, NP03</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Security Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Shift Supervisor</b>
	INCUMBENT: <div style="text-align: right; font-family: cursive;">   <b>28/03/19</b> </div>

### HISTORY OF POSITION

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

### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

### 3. DIMENSION:

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

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

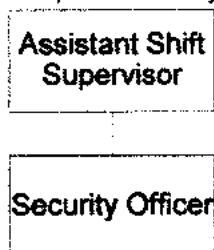
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Shift Security Supervisor



*Handwritten signature*  
28/03/19

### 5.2 Internal:

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

### 5.6 Challenges

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*How*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

Signature  
Employer (or its delegate)

Signature  
Employee

Date

Date





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 019</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Security Officer, NP03</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Security Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Shift Supervisor</b>
	INCUMBENT: <i>[Signature]</i> <b>28/03/19</b>

**HISTORY OF POSITION**

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

**2. PURPOSE:**

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities

**3. DIMENSION:**

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

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

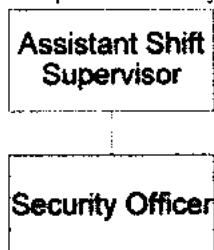
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor



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

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*Handwritten signature*  
28/03/19

## 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**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 020**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor**

INCUMBENT:

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

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

*Done*  
28/03/19

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten Signature]*  
28/03/19

## 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**

DIVISION:  
**Parliamentary Corporate & Support Service**

BRANCH:  
**Parliament Security Services**

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

POSITION NUMBER:  
**PSS 021**

DESIGNATION/CLASSIFICATION:  
**Shift Supervisor 2, NP05**

LOCAL DESIGNATION:  
**Shift Supervisor 2**

REPORTING TO:  
**Deputy Chief of Security Operations**

INCUMBENT:

### HISTORY OF POSITION

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

### 2. PURPOSE:

To ensure commitment to the highest possible standards of security control measures is maintained by staff through the supervision of daily operations of the shift and security requirements of the National Parliament.

### 3. DIMENSION:

**Budget:** NA

**Staff:** Direct subordinates: Assistant Security Shift Supervisors and Security Officers

**Others:** Ensure all trainings are conducted professionally, efficiently and effectively.

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

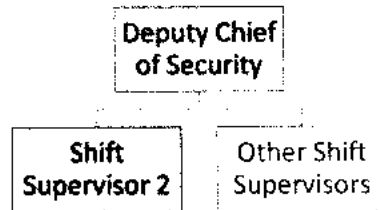
- Maintain a current risk/threat analysis of all aspects of National Parliament operations.
- Assist with the evaluation and monitoring of technical equipment used in the field of Security.
- Ensure the effectiveness of the existing equipment and recommend on the suitability of new equipment for security usage.
- Mentor, coach and encourage Assistant Security Shift Supervisors and Security Officers to achieve excellence in their work area.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Deputy Chief of Security (Operations) as necessary in the daily conduct of his duties.
- Attend meetings as directed by Management.
- Provide Daily Situation Reports and recommendations to Deputy Chief of Security (Operations).
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations).
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.
- Discipline security officers by taking personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) officers who may have committed a disciplinary offence.

- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Deputy Chief of Security



1/20/19  
28/03/19

### 5.2 Internal:

- Provide daily briefs to the Deputy Chief of Security.
- Liaise directly with fellow Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Deputy Chief of Security on matters of interest and importance referred by Parliament by the Management.
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a senior position and is responsible for all security operation supervision on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures of a Security Department or Division. As a Supervisor, it is important to encourage, mentor and support staff to achieve performance excellence.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

### 5.6 Challenges

- Supervising 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 day to day operational requirements.



## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 12 Certificate with relevant training in Security Industries or equivalent tertiary qualification. Successful completion of relevant Supervisory Courses is desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a training environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good supervision and organizational skills
- Skills in team work and team supervision.
- Good negotiation and representational skills.
- Must be Computer Literate in Microsoft applications.
- People management skills knowledge.

Handwritten signature and date: 28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER

**PSS 022**

DESIGNATION/CLASSIFICATION:

**Assistant Shift Supervisor 2, NP04**

LOCAL DESIGNATION:

**Assistant Shift Supervisor 2**

REPORTING TO:

**Shift Supervisor**

INCUMBENT:

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

### HISTORY OF POSITION

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

### 2. PURPOSE:

To assist Security Shift Supervisors and ensure commitment to the highest possible standards of security control measures is maintained by staff through the supervision of daily operations and security requirements of the National Parliament.

### 3. DIMENSION:

**Budget:** NA

**Staff:** Security Officers in his shift

**Others:** Ensure all postings are conducted professionally, efficiently and effectively.

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

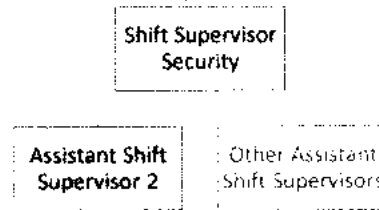
- Maintain a current risk/threat analysis of all aspects of National Parliament operations
- Assist with the evaluation and monitoring of technical equipment used in the field of Security. Ensure the effectiveness of the existing equipment and recommend on the suitability of new equipment for security usage.
- Mentor, coach and encourage Security Officers to achieve excellence in their work area.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Deputy Chief of Security (Operations) as necessary in the daily conduct of his duties.
- Attend meetings as directed by Management
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Deputy Chief of Security (Operations)
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations).
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.
- Discipline security officers by taking personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) officers who may have committed a disciplinary offence
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.

- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Security Shift Supervisor



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### 5.2 Internal:

- Provide daily briefs to the Security Shift Supervisor.
- Liaise directly with fellow Assistant Shift Supervisors and Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Deputy Chief of Security on matters of interest and importance referred by Parliament by the Management.
- Member of the Chief of Security's Middle Management Team in the absence of Security Shift Supervisor.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a senior position and is responsible for all security operation supervision on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures of a Security Department or Division. As a Assistant Shift Supervisor, it is important to encourage, mentor and support staff to achieve performance excellence.

### 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### Recommendations:

- Adjust to make changes to the daily security operations
- Staff movements and relief

### 5.6 Challenges

- Supervising 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 day to day operational requirements.
- 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

- Grade 12 Certificate with related security training qualification. Successful completion of relevant Supervisory Courses is desirable.

### 6.2 Experience

At least 3 - 5 years of work experience at a supervisory level in a security environment.

### 6.3 Knowledge

- Excellent spoken and written language in English.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures of investigation and writing of different types of reports.

### 6.4 Skills

- Organizational and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills
- Good spoken and written English

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 023**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 2**

INCUMBENT:

*[Signature]*  
28/03/19

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors. National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

1/28/03/19

### 5.2 Internal:

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

### 5.6 Challenges

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*hsw*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT:  
**Parliamentary Service**

DIVISION:  
**Parliamentary Corporate & Support Service**

BRANCH:  
**Parliament Security Services**

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

POSITION NUMBER  
**PSS 024**

DESIGNATION/CLASSIFICATION:  
**Security Officer, NP03**

LOCAL DESIGNATION  
**Security Officer**

REPORTING TO:  
**Assistant Shift Supervisor 2**

INCUMBENT:

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

### HISTORY OF POSITION

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

### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors. National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians staff, visitors and others and company property/assets at any given time
- Maintain up to date knowledge of new security requirements practices, procedures and processes in the National Parliament
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently



- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

10/28/03/19

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills knowledge and experiences
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*Handwritten signature*  
25/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

**Parliamentary Service**

DIVISION

**Parliamentary Corporate & Support Service**

BRANCH

**Parliament Security Services**

LOCATION

**Parliament House, Waigani, NCD**

POSITION NUMBER

**PSS 025**

DESIGNATION/CLASSIFICATION

**Security Officer, NP03**

LOCAL DESIGNATION

**Security Officer**

REPORTING TO

**Assistant Shift Supervisor 2**

INCUMBENT

Handwritten signature and date: 28/03/19

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

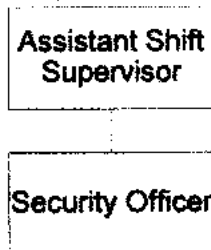
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor



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

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 026**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 2**

INCUMBENT:

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

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

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

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

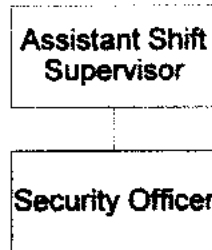
- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor



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### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills. knowledge and experiences
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable

### 6.2 Experience

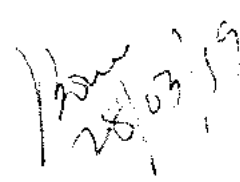
At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills



## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date





## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER

**PSS 027**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor**

INCUMBENT:

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

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

**Assistant Shift  
Supervisor**

**Security Officer**

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

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis

### **5.5 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
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*Handwritten signature and date: 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

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER

**PSS 028**

DESIGNATION/CLASSIFICATION

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 2**

INCUMBENT:

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors. National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

*Handwritten signature and date: 25/03/19*

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 029**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 2**

INCUMBENT:

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

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

*Handwritten signature/initials*

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis

### **5.5 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
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences
- 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



## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

DEPARTMENT:  
**Parliamentary Service**

DIVISION:  
**Parliamentary Corporate & Support Service**

BRANCH:  
**Parliament Security Services**

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

POSITION NUMBER

**PSS 030**

DESIGNATION/CLASSIFICATION:

**Shift Supervisor 3, NP05**

LOCAL DESIGNATION:

**Shift Supervisor 3**

REPORTING TO:

**Deputy Chief of Security Operations**

INCUMBENT:

*Handwritten signature and date: 29/03/19*

### HISTORY OF POSITION

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

### 2. PURPOSE:

To ensure commitment to the highest possible standards of security control measures is maintained by staff through the supervision of daily operations of the shift and security requirements of the National Parliament.

### 3. DIMENSION:

**Budget:** NA

**Staff:** Direct subordinates: Assistant Security Shift Supervisors and Security Officers

**Others:** Ensure all trainings are conducted professionally, efficiently and effectively

### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

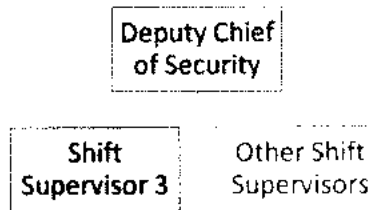
- Maintain a current risk/threat analysis of all aspects of National Parliament operations.
- Assist with the evaluation and monitoring of technical equipment used in the field of Security.
- Ensure the effectiveness of the existing equipment and recommend on the suitability of new equipment for security usage.
- Mentor, coach and encourage Assistant Security Shift Supervisors and Security Officers to achieve excellence in their work area.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Deputy Chief of Security (Operations) as necessary in the daily conduct of his duties.
- Attend meetings as directed by Management
- Provide Daily Situation Reports and recommendations to Deputy Chief of Security (Operations).
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations).
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.
- Discipline security officers by taking personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) officers who may have committed a disciplinary offence.

- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Deputy Chief of Security



1/28/2019

### 5.2 Internal:

- Provide daily briefs to the Deputy Chief of Security.
- Liaise directly with fellow Shift Supervisors and Assistant Shift Supervisors on areas requiring co-ordination within the division.
- Liaise with Deputy Chief of Security on matters of interest and importance referred by Parliament by the Management
- Member of the Chief of Security's Middle Management Team.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security

### 5.4 Work Environment

This position is a senior position and is responsible for all security operation supervision on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures of a Security Department or Division. As a Supervisor, it is important to encourage, mentor and support staff to achieve performance excellence.

### 5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

### 5.6 Challenges

- Supervising 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 day to day operational requirements.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 12 Certificate with relevant training in Security Industries or equivalent tertiary qualification. Successful completion of relevant Supervisory Courses is desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a training environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good supervision and organizational skills
- Skills in team work and team supervision.
- Good negotiation and representational skills.
- Must be Computer Literate in Microsoft applications.
- People management skills knowledge.

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT:  
**Parliamentary Service**

DIVISION:  
**Parliamentary Corporate & Support Service**

BRANCH:  
**Parliament Security Services**

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

POSITION NUMBER  
**PSS 031**

DESIGNATION/CLASSIFICATION:  
**Assistant Shift Supervisor 3, NP04**

LOCAL DESIGNATION  
**Assistant Shift Supervisor 3**

REPORTING TO:  
**Shift Supervisor**

INCUMBENT:

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

**HISTORY OF POSITION**

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

**2. PURPOSE:**

To assist Security Shift Supervisors and ensure commitment to the highest possible standards of security control measures is maintained by staff through the supervision of daily operations and security requirements of the National Parliament.

**3. DIMENSION:**

**Budget:** NA

**Staff:** Security Officers in his shift

**Others:** Ensure all postings are conducted professionally, efficiently and effectively

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

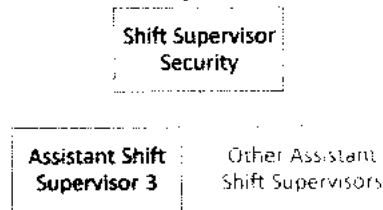
- Maintain a current risk/threat analysis of all aspects of National Parliament operations
- Assist with the evaluation and monitoring of technical equipment used in the field of Security. Ensure the effectiveness of the existing equipment and recommend on the suitability of new equipment for security usage.
- Mentor, coach and encourage Security Officers to achieve excellence in their work area.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament
- Liaise with and assist the Shift Supervisor or Deputy Chief of Security (Operations) as necessary in the daily conduct of his duties
- Attend meetings as directed by Management.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Deputy Chief of Security (Operations)
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.
- Discipline security officers by taking personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) officers who may have committed a disciplinary offence.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.

- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Security Shift Supervisor



### 5.2 Internal:

- Provide daily briefs to the Security Shift Supervisor.
- Liaise directly with fellow Assistant Shift Supervisors and Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Deputy Chief of Security on matters of interest and importance referred by Parliament by the Management.
- Member of the Chief of Security's Middle Management Team in the absence of Security Shift Supervisor.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is a senior position and is responsible for all security operation supervision on a daily basis. The incumbent is required to have extensive knowledge and familiarity with operational aspects of security related to the implementation of security control measures of a Security Department or Division. As a Assistant Shift Supervisor, it is important to encourage, mentor and support staff to achieve performance excellence.

### 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### Recommendations:

- Adjust to make changes to the daily security operations
- Staff movements and relief.

### 5.6 Challenges

- Supervising 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 day to day operational requirements.
- 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

- Grade 12 Certificate with related security training qualification. Successful completion of relevant Supervisory Courses is desirable

### 6.2 Experience

At least 3 - 5 years of work experience at a supervisory level in a security environment.

### 6.3 Knowledge

- Excellent spoken and written language in English.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures of investigation and writing of different types of reports.

### 6.4 Skills

- Organizational and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills
- Good spoken and written English

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 032**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 3**

INCUMBENT:

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently



- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

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

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis

### **5.5 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
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/09/19

## 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



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT:

**Parliamentary Service**

DIVISION:

**Parliamentary Corporate & Support Service**

BRANCH:

**Parliament Security Services**

LOCATION:

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 033**

DESIGNATION/CLASSIFICATION:

**Security Officer, NP03**

LOCAL DESIGNATION:

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 3**

INCUMBENT:

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians. National Parliament Staff, Others Users and Visitors. National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports directly to the Assistant Shift Security Supervisor

Assistant Shift  
Supervisor

Security Officer

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

### 5.2 Internal:

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### 5.3 External:

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### 5.4 Work Environment

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### 5.5 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
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### Recommendations:

- Adjust to make changes to the Government and Service policies.
- Staff movements

### 5.6 Challenges

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences
- 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

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

\_\_\_\_\_  
Signature  
Employer (or its delegate)

\_\_\_\_\_  
Signature  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*[Handwritten signature]*  
10/8/03



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT

**Parliamentary Service**

DIVISION

**Parliamentary Corporate & Support Service**

BRANCH

**Parliament Security Services**

LOCATION

**Parliament House, Waigani, NCD**

POSITION NUMBER:

**PSS 034**

DESIGNATION/CLASSIFICATION

**Security Officer, NP03**

LOCAL DESIGNATION

**Security Officer**

REPORTING TO:

**Assistant Shift Supervisor 3**

INCUMBENT

*Handwritten signature and date: 22/03/19*

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

**Assistant Shift  
Supervisor**

**Security Officer**

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### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

**Assistant Shift  
Supervisor**

**Security Officer**

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.



## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date

*[Handwritten Signature]*  
28/03/19



## PARLIAMENTARY SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>PSS 036</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Security Officer, NP03</b>
BRANCH: <b>Parliament Security Services</b>	LOCAL DESIGNATION: <b>Security Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Assistant Shift Supervisor 3</b>
	INCUMBENT:

#### HISTORY OF POSITION

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

#### 2. PURPOSE:

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

#### 3. DIMENSION:

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

*Handwritten signature and date:*  
28/07/19

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties.
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

**Assistant Shift  
Supervisor**

**Security Officer**

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

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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.
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

## 6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### 6.2 Experience

At least 3 - 5 years of experience in a security environment.

### 6.3 Knowledge

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### 6.4 Skills

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

*[Handwritten signature]*  
28/03/19

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION**

DEPARTMENT:  
**Parliamentary Service**

DIVISION:  
**Parliamentary Corporate & Support Service**

BRANCH:  
**Parliament Security Services**

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

POSITION NUMBER:  
**PSS 037**

DESIGNATION/CLASSIFICATION:  
**Security Officer, NP03**

LOCAL DESIGNATION:  
**Security Officer**

REPORTING TO:  
**Assistant Shift Supervisor 3**

INCUMBENT:

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

**HISTORY OF POSITION**

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

**2. PURPOSE:**

To ensure the safety and protection of Parliamentarians, National Parliament Staff, Others Users and Visitors, National Parliament Building & Precincts and National Parliament Assets are protected and or guarded by all securities.

**3. DIMENSION:**

**Budget:** NA

**Staff:** NA

**Others:** NA

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

- Consistently maintain a 24/7 state of readiness in whilst working in preparation of any likely emergency, crisis and/or disruption to daily operations of the National Parliament.
- Do regular perimeter patrols along the perimeter fence of the National Parliament and inside its Building and Precincts to ensure no pertaining threat or risks are imminent.
- Immediately respond to any call for assistance in matters of security related to the protection of Parliamentarians, staff, visitors and others and company property/assets at any given time.
- Maintain up to date knowledge of new security requirements, practices, procedures and processes in the National Parliament.
- Liaise with and assist the Shift Supervisor or Assistant Shift Supervisor as necessary in the daily conduct of his duties
- Actively participate in counter measures directed at resolving unlawful offences or threats committed against Parliamentarians, staff, visitors and others and company property/assets.
- Provide Daily Situation Reports and recommendations to Shift Supervisor or Assistant Shift Supervisor
- Carry out other duties as directed by the Chief of Security and the Deputy Chief of Security (Operations)
- Provide escort and protection for Parliamentarians and Senior Management where a need is identified
- Ensure security control measures related to access control, security of the Parliament Building and Precincts, posting of security officers and the security of all Parliamentarians are consistently implemented effectively and efficiently.

- Take personal responsibility in reporting to the Chief of Security and the Deputy Chief of Security (Operations) any fellow security officers or other staff of Parliament who may have committed a disciplinary offence
- Write reports of any security and safety incidence that occurs in the Parliament Building and Precincts or at Parliament Owned Residences.

## **5. NATURE AND SCOPE:**

### **5.1 Reporting Relationship**

This position reports directly to the Assistant Shift Security Supervisor

**Assistant Shift  
Supervisor**

**Security Officer**

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

### **5.2 Internal:**

- Provide daily briefs to the Assistant Security Shift Supervisor and the Security Shift Supervisor.
- Liaise directly with fellow Security Officers on areas requiring co-ordination within the division.
- Liaise with Shift Supervisor and Assistant Shift Supervisor on matters of interest and importance referred by Parliament by the Management.

### **5.3 External:**

- Liaise with Police Department and other security organizations on security matters when and if directed by Chief of Security.

### **5.4 Work Environment**

This position is responsible for carrying out all security operations on a daily basis.

The incumbent is required to have extensive knowledge and familiarity with security duties and responsibilities. Required to implement all security control measures and other security requirements of the National Parliament on a daily basis.

### **5.5 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
- All directives issued by or instruction given by Chief of Security or Deputy Chief of Security must be complied to.
- Rostering for duty will come from Deputy Chief of Security as per Operational requirements.

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies.
- Staff movements

### **5.6 Challenges**

- Carrying out security responsibilities and duties is a challenge because you encounter various security and safety situation so employees must have good public relations and decision-making skills, knowledge and experiences.
- 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.

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

### **6.1 Qualification**

- Grade 10 or 12 Certificate with relevant security training. Successful completion of relevant Supervisory Courses would be desirable.

### **6.2 Experience**

At least 3 - 5 years of experience in a security environment.

### **6.3 Knowledge**

- Excellent understanding of the government machinery.
- Extensive knowledge of the Parliamentary Service Act and other related legislative provisions.
- Understanding of the processes, procedures and legislation with regards to investigations in respect to the National Parliament.
- Knowledge of principles and practices of good management and leadership.

### **6.4 Skills**

- Good command of English and report writing skills
- Must have Supervision and team work skills
- Good negotiation and representational skills
- Must be Computer Literate in Microsoft applications.
- People management skills

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

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

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

.....  
Signature  
Employee

.....  
Date

.....  
Date