

PAPUA NEW GUINEA NATIONAL PARLIAMENT

ADVERTISEMENT OF POSITION VACANCIES

ADVERTISEMENT NO: 01/2019

The Parliamentary Service is an Independent bureaucratic machinery of the Legislature which assists the Speaker of Parliament to manage the decision-making processes of the Parliament and established under Section 132 of the Constitution of Papua New Guinea. The Parliamentary Service Structure falls under the Institutional Structure and the core functions consist of:

- The Speaker is the head of the Political Institution of the National Parliament, presides over the legislative processes, in particular, manages the procedures on the floor of Parliament and the Parliamentary Service support the Speaker on the legislations of laws and the general administration of the proceedings of the Chamber Service, and;
- The Clerk is the administrative Head of the Parliamentary Service and is primarily responsible for providing executive support, quality administrative, procedural and advisory service to the Speaker, Parliamentary Committees and Members of Parliament in performing their duties in representing their constituencies and providing oversight to executive decision making of laws to benefit and improve the lives of our people in Papua New Guinea.

The Parliamentary Service since independence has been operating on Public Service Pay Structure until 2014 when the National Parliamentary Service new Pay Structure was put in place. Given this development the organization has undergone an organizational restructure to incorporate the new pay structure and realignment of its function to improve the management and accountability of the organization.

In its endeavor to continue managing its strategic roles and responsibilities effectively, the Parliamentary Service is now seeking suitably qualified, experienced and highly motivated candidates to fill the following wide range of vacant positions as listed below.

The Executive Management roles/positions:

The Executive position roles are responsible for providing strategic leadership to their divisions through clear and effective communication of work priorities, for oversight and coordinating the divisional activities to ensure timely delivery of required deliverables and ensuring that divisional staff are empowered with relevant skills and resources to meet these commitments.

NO.	POS. NO	DESIGNATION	SALARY RANGE
CHAMBER SERVICES			
001	ODC 001	Deputy Clerk – Chamber Services, NPEX2 To provide strategic leadership by ensuring it meets its legislative and parliamentary practice and procedures relating to Standing Orders obligations and responsibilities in an efficient, effective and timely manner.	K119,138.00 – K145, 613.00
002	BPTO 001	First Clerk Assistant, NP14 To provide direction in the development and implementation of programs, activities and contribute to maintain a high-quality parliamentary system through achievements of Bills and Papers and Table Office functions and responsibilities.	K87,866.00 – K107,392.00
003	BPTO 003	Clerk Assistant, NP13 To provide high quality procedural advice, ensure procedural and administrative support for the effective functioning of the Chamber, statistics and information on parliamentary activities are documented and disseminated to appropriate stakeholders.	K75,673.00 – K92,489.00
PARLIAMENTARY LEGAL SERVICES			
004	PLS 001	Parliamentary Legal Counsel, NPEX1 Ensure high level legal and advisory services are provided to the Speaker, the Clerk and the Members of Parliament and represent Parliament Executive Management to support the strategic objectives of the Service.	K102, 373.00 – K125,123.00
PARLIAMENTARY COMMITTEE SECRETARIAT			
005	PCS 001	Executive Director, NPEX1 Provide strategic leadership on the Committee Secretariat Wing to ensure the Service meets its legislative and corporate functions and responsibilities in an efficient, effective and timely manner.	K102,373.00 – K125,123.00
CORPORATE AND SUPPORT SERVICES			
006	CSS 001	Executive Director – Corporate & Support Services, NPEX1 To provide strategic leadership by ensuring that all government processes and procedurals of corporate and support services are adhered to and ensure compliance are maintained for effective and timely execution of all its core functions and responsibilities.	K102,373.00 – K125,125.00

The Senior Management roles/positions:

The Senior Management roles are to develop detailed work plans for improvement and deployment of its resources so as to attain the most attractive short-term goals that are consistent with its strategic objectives and policies.

NO.	POS. NO.	DESIGNATION	CLASS.	SALARY RANGE
007	HRM 001	Director – Human Resource Management	NP14	K87,866.00 – K107,392.00
008	FIN 001	Director – Finance	NP14	K87,866.00 – K107,392.00
009	MES 001	Director – Members Emolument Services	NP13	K75,673.00 – K92,489.00
010	PMS 001	Director – Media	NP13	K75,673.00 – K92,489.00
011	IT 001	Director – Information Technology	NP13	K75,673.00 – K92,489.00
012	CAT 001	Director – Catering Services	NP13	K75,673.00 – K92,489.00

013	CPM 001	Director – Corporate Planning & Management	NP13	K75,673.00 – K92,489.00
014	BMS 001	Director – B&M & Technical Services	NP13	K75,673.00 – K92,489.00
015	PSS 001	Chief Security Officer	NP13	K75,673.00 – K92,489.00
016	SRC 001	Executive Officer - SRC	NP13	K75,673.00 – K92,489.00
017	IPR 001	Director – Inter-Parliamentary Relations	NP13	K75,673.00 – K92,489.00
018	PPR 001	Director – Policy Planning & Research	NP14	K87,866.00 – K107,392.00
019	ECS 001	Director – Education & Civics Services	NP13	K75,673.00 – K92,489.00
020	PCS 003	Director – Public Accounts Committee	NP14	K87,866.00 – K107,392.00
021	PCS 010	Director – Parliamentary Permanent Committee	NP14	K87,866.00 – K107,392.00
022	PCS 016	Director – Parliamentary Standing Committee	NP14	K87,866.00 – K107,392.00

Senior Professional and Technical roles/positions:

The Senior Professional and Technical roles are to provide technical support to the Executive and Senior Management Team in the delivery and implementation of the planned activities and programs of National Parliamentary Service.

The positions classified at NP10 - NP14, NPEX1 and NPEX2 are contract positions and will attract allowances that includes: housing, vehicle, contract allowance, national parliament service allowance, special domestic market allowance and 25% performance-based gratuity, annually.

Note: Additional listing of the position vacancies can be obtained from the Parliamentary Service website: www.parliament.gov.pg.

The following must be noted when applying for the above vacancies:

- All applications must be submitted in triplicates and must refer to the advertisement number, position number, designation and classification.
- Applications must include updated curriculum vitae, three (3) current referees or written references and **"STRICTLY"** certified evidence of all education and training achievements that are claimed in the application and must be ready to furnish originals upon request by the organization.
- All applications must be submitted in triplicate (3 copies per application) and Posted to the address or hand delivered to the Security Desk on the First Floor of Parliament Haus by **4:06pm Friday, 12th of April, 2019**. No emailed applications will be accepted.
- Job descriptions can be obtained from the Parliamentary Service website: www.parliament.gov.pg or through request from Human Resource Management Branch on Phone Number 327 7445/327 7499 and or collect from the Security Desk.
- All incomplete and late applications lodged will be invalidated for consideration.
- All applications must be marked **"CONFIDENTIAL"** and addressed to:-

The Director
Human Resource Management Branch
PO Box Parliament Haus
WAIGANI
National Capital District.

NATIONAL PARLIAMENT ALLOWANCES AND OTHER BENEFITS

Below is a summary of the respective allowances and other benefits payable to the following pay grades captured at the base level. Contract Gratuity will be calculated at 25% annually inclusive of base salary and other allowances at the completion of twelve (12) months of service on a position.

Position	Contract Category	Grade	Service All'ce	SDMA	Contract Allowances (Annual)		
					Housing	Vehicle	Contract
Deputy Clerk	"NPEX"	NPEX2	K15,885.00	K50,000.00	K45,000.00	K45,000.00	K15,000.00
Executive Directors		NPEX1	K13,650.00	K50,000.00	K45,000.00	K45,000.00	K15,000.00
Directors	"NPC1"	NP14	K11,715.00	K40,000.00	K25,000.00	K25,000.00	K10,000.00
Managers and Senior Professional & Technical positions	"NPC2"	NP13	K10,090.00	K30,000.00	K15,000.00	K15,000.00	K7,500.00
		NP12	K8,727.00	K25,000.00	K15,000.00	K15,000.00	K7,500.00
Professional & Technical positions	"NPC3"	NP11	K7,583.00	K20,000.00	K10,000.00	K10,000.00	K5,000.00
	"NPC4"	NP10	K6,695.00	K15,000.00	K10,000.00	K10,000.00	K5,000.00
Line positions	Non-contract positions	NP09	K6,695.00	K7,250.00	-	-	-
		NP08	K6,695.00	-	-	-	-
		NP07	K6,695.00	-	-	-	-
		NP06	K6,695.00	-	-	-	-
		NP05	K6,695.00	-	-	-	-
		NP04	K6,695.00	-	-	-	-
		NP03	K6,695.00	-	-	-	-
		NP02	K6,695.00	-	-	-	-
		NP01	K6,695.00	-	-	-	-
		NPU2	K6,695.00	-	-	-	-

This is a further notice to all interested applicants that the closing date for submission of applications has been extended from the 8th of April to 4:06pm, Friday, 12th of April 2019.

Authorized by:


VELA KONIVARO
Clerk of National Parliament

15th March 2019