



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: BPTO 014
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Senior Archives Officer, NP11
BRANCH: Chamber Service	LOCAL DESIGNATION: Senior Archives Officer – Archives Office
DIVISION: First Clerk Assistant (Bills & Papers / Table Office)	REPORTING TO: Clerk Assistant
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>Yow 28/23/19</i>

HISTORY OF POSITION

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

2. PURPOSE:

To preserve and archive all parliamentary documents and information that have historical and cultural importance to the Nation, manage and maintain a user-friendly computer aided search system and ensure it can be accessible

3. DIMENSION:

Budget: Not applicable
Staff: 1 staff
Others: Not applicable

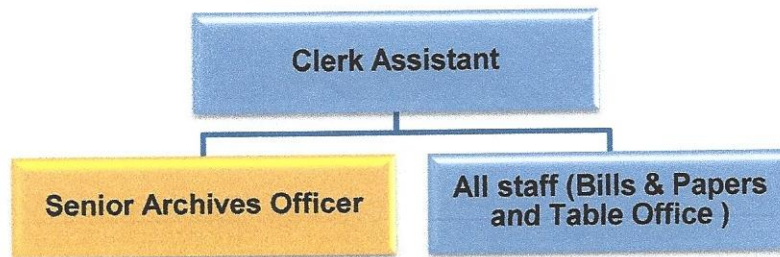
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

- Provide high quality procedural advice on parliamentary practice and procedures
- Take personal responsibility for the effective management of information and data
- Create accurate record of all work
- Capture information in approved systems (either digital or hard copy)
- Apply appropriate security and access controls
- Retain and dispose information in accordance with the organisation's policy
- Ensure information for which we are responsible remains accessible when exiting

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The Senior Archives Officer reports to the Clerk Assistant and when requested either to the First Clerk Assistant, Deputy Clerk or the Clerk on matters relating to archiving and preserving data and information. The reporting relationship is shown below –



How
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5.2 Internal

- The Senior Archives Officer liaises with the Clerk Assistant, Principal Clerks, First Clerk Assistant, Deputy Clerk, Chamber Services, First Clerk Assistant, Clerk Assistant, Principal Clerks, all Parliamentary Officers, Deputy Serjeant-at-Arms, Principal Attendant and all Attendants in respect of its core function of an archiving and preserving of information and documents

5.3 External

- Liaise with the Librarian of the National Parliament Library, National Library and the National Archives Office on archiving purposes

5.4 Work Environment

- Requires diligently compiling, archiving and preserving of information and documents associated with the National Parliament
- Provide the leadership and direction to achieve the aims and objectives of the section

5.5 Constraints Framework and Boundaries

Rules/Procedures etc.:

- Delivery of work processes must be in accordance with the processes of the National Library and National Archives Office

Decisions:

- Not applicable

Recommendations:

- Adjust to changes made to Government and Parliamentary Service policies
- Provide different approaches to official program implementation

5.6 Challenges

- Provide strategic leadership and mobilization of resources to achieve goals and objectives and contribute towards its achievements
- Effectively coach and motivate employees into an integrated team
- Funding shortfall in budgetary allocations
- Inadequate office equipment and materials to carry out responsibilities

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

- Must have appropriate tertiary qualifications, preferably a Degree in Library Science or Public Administration and such other qualification

6.2 Experience

- Must have 5 – 7 year's work experience in a constitutional and legislative organisation

6.3 Knowledge

- Must have a thorough knowledge of archiving systems and development of database
- Must be computer literate, have research and analytical skills

- Must understand the organizations objectives and links between business unit, organization and the whole government agenda, consider the ramifications of a wide range of issues, anticipates priorities and develop long term plans

6.4 Skills

- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives
- Must be able to create a database, keep a library of information gathered, stored and ability to respond to changing digital media and possess project management skills
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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

Signature
Employer (or its delegate)

Signature
Employee

Date

Date

Y. Gow
28/03/19