



PARLIAMENTARY SERVICE
JOB DESCRIPTION

1. Identification	POSITION NUMBER: OCS 010
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Project Officer, NP11
DIVISION: Office of the Clerk	LOCAL DESIGNATION: Project Officer
BRANCH: Tenders Board	REPORTING TO: Secretary – Tenders Board
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>Y. Kina</i> 28/03/19

HISTORY OF POSITION

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

2. PURPOSE:

Prepare project costing, estimation and evaluation of bids; and assists with implementation of Tenders Board decisions.

3. DIMENSION:

Budget: K100 000.00

Staff: Supervisory duties to 2 subordinates.

Others: Ensuring an effective and efficient procurement and disposal system.

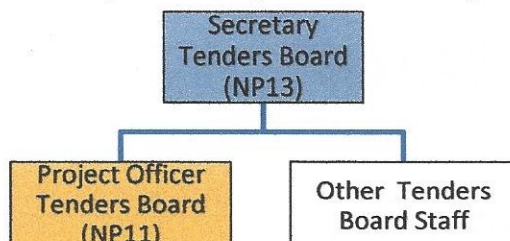
4. Principle Accountabilities

- Responsible for development of rules and criteria on procurement and disposal.
- Review and provide progressive reports of projects to the Secretary – Tenders Board.
- Undertake evaluation on project bids and proposed project costings.
- Undertake valuation on assets to be disposed and prepare and advertise for tender
- Develop rules and procedure for project engagement and implementation of decisions
- Assist in the preparation of Divisional budget.
- Mentor, and coach staff on the compliance of rules and criteria, and skills on project costing/estimation, implementation and management.
- Responsible for Insurance matters.
- Hold consultations with relevant divisions on matters of purchase and disposal, and supply of works and services related to their divisions.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports directly to the Secretary of the Tenders Board.



Handwritten: 28/03/15

5.2 Working Relationship

Internal:

- Provide regular and timely brief to the Secretary – Tenders Board on tender matters and the implementation of the Tenders Board Decisions and their outcomes.
- Assist in liaising with sectional heads on matters requiring purchase and disposal of property, and supply of works and services.

External:

- Liaise with other appropriate government departments including Dep't of Works and Transport and other service providers for information on best practice on tendering process, costing and documentation of project proposals.

5.3 Work Environment

This position is highly a technical position position and is responsible for ensuring integrity and accuracy on project estimation.

5.4 Constraints, Framework and Boundaries

Rules/Procedures, etc:

- Delivery of services must be consistent with PFMA, PSGO, Parliamentary Service Act, other relevant Government Legislations.
- Funds must be used consistent with the requirements of the PFMA.

Decisions:

- Develop rules, criteria and procedure on project implementation
- Project costing/estimation.

Recommendations:

- Prepare and implement funding bid for the Divisional programs and activities
- Provide best practice systematic approaches to implementation of projects.

5.5 Challenges

- Challenge to make sound estimates of proposed projects
- Providing impartial support to potential bidders for Parliamentary Service Projects

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

5.1 Qualification

- Degree in Social Science related field preferably in Business and Public Administration, Architecture.

6.2 Experience

- 3 - 5 years of experience in project management and implementation.

6.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, PSOG, PFMA and other legislative provisions
- Fully conversant with the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good governance.

6.4 **Skills**

- Leadership and management skills including strategic leadership, people and financial management skills to ensure effective utilization of resources.
- Demonstrate capacity in program development and implementation through leading staff in the achievement of high quality outcomes and to manage conflicting priorities and timeframes.
- Excellent analytical, research, planning and advisory skills with creative problem solving skills to enable the development of successful strategies and solutions and sound decisions to achieve program objectives.
- Exceptional skills in successful management of projects.
- 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)

Date

Signature
Employee

Date

[Handwritten Signature]
28/03/19