



PARLIAMENTARY SERVICE
JOB DESCRIPTION

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1. IDENTIFICATION:

DEPARTMENT: National Parliament	POSITION NUMBER: ECS 004
DIVISION: Corporate & Support Services	DESIGNATION/CLASSIFICATION: Coordinator – Education Service, NP09
BRANCH: Education & Civics Services	LOCAL DESIGNATION: Coordinator Education Services
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Education and Civics
	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG:1 - 14	16/05/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Reclass/JD Revised

2. PURPOSE:

The Coordinator Education & Civics is a senior position which requires planning, coordination and production of curriculum materials about the Parliament. The production of these materials either, books, pamphlet's, media outlets or electronically for use around the country for information dissemination of Parliament.

Ensure all educational programs and activities about Parliament as an institution and the work of Parliament are effectively implemented based on the goals and objectives of the division.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

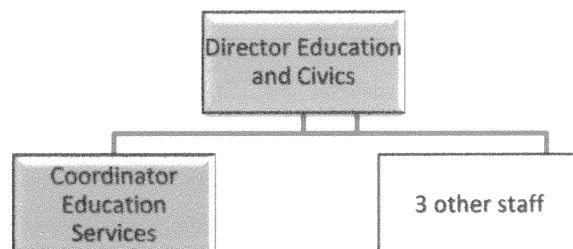
4. PRINCIPLE ACCOUNTABILITIES

- Assist the Director Education & Civics to drive the development of Educational plans to implement in schools and other organizations in the country..
- Mobilize 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
- Provide regular update 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.
- Develop different presentation strategies for dissemination of Parliament information
- Develop and coordinate outreach program for different communities and schools.
- Provide constructive report to the Director Education & Civics on all programs undertaken.

5 NATURE AND SCOPE:

5.1 Reporting Relationship

This position is one of the three positions that report directly to the Director Education and Civics. The other positions are Administrative Assistant, Coordinator Parliamentary Services, Coordinator Youths Women and Religion. The reporting relationship is shown in this graphical form hereunder.



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5.4 Internal:

- Provide regular update on the implementation of education programs and activities to the Director
- Liaise with branch heads and senior officers on areas requiring information on Parliament.
- Ensure key work plans and activities are implemented on timely manner

4.3 External:

- Liaise with appropriate education and training institutions and other Government organizations on matters related to Government policies regulations.

5.5 Work Environment

This position is a senior technical position and is responsible for developing strategies and or methodologies in disseminating Parliament information to the populous in coordinating with different agencies and stake holders.

5.6 Constraints Framework and Boundaries

Rules/Procedures etc:

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

Decisions:

- Suggest different methodologies to divisional program implementation

5.7 Challenges

- The delivery of high quality Divisional services is a major priority for the Service. The major challenge for this position is to provide strategic leadership and mobilization of resources to achieve divisional goals and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing different groups of people for effective delivery of Parliament information.
- Funding shortfall in budgetary allocations presents a challenge in achieving the intended outcomes.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

6.1 Qualification

A degree in Education (teaching) or Masters would be desirable

6.2 Experience

- 3 - 5 years management experience in government or private sector.

6.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA , Edu Act and other legislative provisions
- In-depth understanding of the Parliamentary practices and practices
- Sound knowledge of principles and practices of good management and leadership

6.4 Skills

- Ability to develop program to engage youth, women and religion
- Comprehensive skills to utilize community awareness using different methods.
- Ability to write curriculum and presentation for different audience
- 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

Date

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