



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: ECS 001
DIVISION: Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION: Director – Education & Civic Services, NP13
BRANCH: Education & Civic Services	LOCAL DESIGNATION: Director - Education & Civic Services
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Director Corporate and Support Services
	INCUMBENT:

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:

Responsible for the development, coordination, implementation and management of the Civics and Education Services to achieve its intended outcomes and that is to bring Parliament to the citizens of this Nation effectively in a well-coordinated approach by using different modes to present the Parliamentary information.

3. DIMENSION:

Budget: NA

Staff: 4 staff members

Others: NA

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Drive the development of Civics Education program in a coordinated approach
- Lead and develop curriculum materials for dissemination to the schools and other consumers
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of its performance.
- Conduct research and use information to deliver Parliament information.
- Conduct mock sessions of Parliament with nearby schools in a well-coordinated approach.
- 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 train staff to achieve excellence in each of their work responsibility.

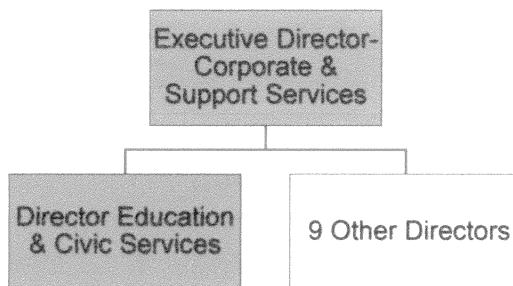
Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

Coordinate activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliamentary systems

5. NATURE AND SCOPE

5.1 Reporting Relationship

This is one of the 10 positions that report to the Executive Director – Corporate & Support Services.



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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 other staff to help promote Parliament.
- Member of the Research Committee.

External:

- Liaise with appropriate education and training institutions, Government organizations, Non-government organizations to promote Parliament.
- Coordinate with Commonwealth Parliament in the region on matters of common interest.

Work Environment

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve maximum work output.

5.3. Constraints Framework and Boundaries

Rules/Procedures etc:

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

Decisions:

- Approve expenditure items consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

Recommendations:

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

5.4 Challenges

The delivery of quality service through strategic leadership and mobilization of resources including employees have different skills, knowledge, experiences

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Degree in Education (teaching) and completion of a Master's Degree in the same field is highly desirable

6.2 Experience

5 - 10 years senior management experience in government or private sector.

6.3 Knowledge

- Excellent understanding of the government machinery
- Extensive knowledge of different government legislation which include, PSGO, PFMA , and other legislative provisions
- In-depth understanding of the Corporate Plans how to interpret these plans in line with Government directions.
- Sound knowledge of principles and practices of good management and leadership practices.

6.4 Skills

- Comprehensive 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.
- Curriculum writing skills and presentation skills 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

Young
28/03/19