



PARLIAMENTARY SERVICE JOB DESCRIPTION

IDENTIFICATION	POSITION NUMBER: IPR 003
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Inter-Parliamentary Officer, C/Wealth & Regional, NP11
DIVISION: Inter-Parliamentary Relations	LOCAL DESIGNATION: Inter-Parliamentary Officer, C/Wealth & Regional, NP11
BRANCH: Chamber Services	REPORTING TO: Director – Inter-Parliamentary Relations
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

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

2. PURPOSE:

To effectively prepare briefs, statements and reports without error to support the Director for Inter-Parliamentary Relations and Protocol functions.

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

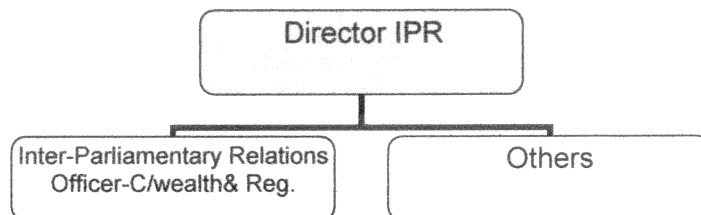
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Planning Parliamentary Briefs
- Producing accurate report that is required of the job.
- Assist in the whole operation of the IPRPP
- Conduct research and preparation of briefs, reports and official statements for overseas engagement.
- Prepare briefs, and official statements for regional overseas engagement.
- Perform as a delegation Secretary on official overseas engagement.
- Ensure that statements and reports post regional - overseas engagements are produced on time.
- On occasions be available to accompany delegation for International engagements.
- Ensure that reports are tabled on the floor of Parliament
- Liaise with Government Departments on Inter-Parliamentary matters not covered by the senior IPR officer.
- Responsible for liaising and maintaining relations with regional Parliaments and Parliamentary Organizations.
- Assist with the preparation of the annual budget for IPRPP
- Assist with the preparation of the annual report for IPRPP
- Any other duties as required.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the Director IPR.



5.2 Internal:

Parliamentarians
Speaker
Clerk
Department Heads
NGOs

5.3 External:

Foreign Embassies
Commonwealth Parliament
All foreign matters that requires Parliament attention

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28/03/19

5.4 Work Environment

This is a specialist position and requires long hours' work associated with the international organisations that Parliament is a member of and affiliate to and being available to provide sound legislative information necessary for our Parliament delegation at international conferences or seminars.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand Commonwealth and Regional Relations
- Understand Multilateral and Bilateral Relations
- Understand Parliamentary Services Act

Decisions:

- Management of staff and the operation of the division

Recommendations:

- Make recommendations to the administration on financial and operational matters

5.6 Challenges

- Meet deadlines for research papers and provide timely accurate briefs, reports and papers
- Meet with Foreign Affairs and concerned embassy in preparation for international visitors
- Liaise with PNG's Foreign Embassies to advise on protocol courtesies
- Provide talking points for courtesy visits
- Serve with dignity and fairness.

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Minimum of a Degree in International Relations or a Degree in a related discipline.
- A Master's Degree in International Discipline is desirable.

6.2 Experience

The incumbent must have at least 5 years of experience at managerial level

6.3 Knowledge

Must have a thorough knowledge of:

- PNG Parliamentary practice and procedure and of a legislature
- Constitution of PNG, Public Finance (Management) Act, Public Service (Management) Act and the Parliamentary Service Act
- Foreign Relations (Commonwealth and Regional / Multilateral and Bilateral Relations)

6.4 Skills

- Provide leadership
- Have research method skills
- Have strong interpersonal and negotiation skills
- Command good English
- Be computer literate.

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 contained therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date