



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. Identification

DEPARTMENT: Parliamentary Service	POSITION NUMBER: OCS 010
DIVISION: Office of the Clerk	DESIGNATION/CLASSIFICATION: Project Officer, NP11
BRANCH: Tenders Board	LOCAL DESIGNATION: Project Officer
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Secretary – Tenders Board
	INCUMBENT: <i>[Handwritten signature]</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.

Secretary
Tenders Board
(NP13)

Project Officer
Tenders Board
(NP11)

Other Tenders
Board Staff

2015
2013/15

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



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: SRC 001
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Executive Officer – SRC, NP13
DIVISION: SRC Secretariat	LOCAL DESIGNATION: Executive Officer
BRANCH: Salary and Remuneration Commission	REPORTING TO: Clerk of Parliament
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: 28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2 - 18	24/09/18	Created

2. PURPOSE:

Responsible for assisting the Executive Officer, for the strategic management of the investigative and advisory function of the Secretariat and for the provision of high level advice to the Speaker and the Executive Management to support the strategic objectives of the Service

3. DIMENSION:

Budget: NA
Staff: 3 staff
Others: 111 elected members and Appointed Leaders

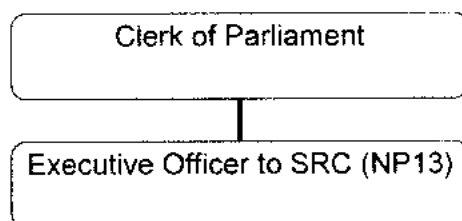
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Effective management of secretarial services provided to the Salaries and Remuneration Commission;
- Ensure adequate advice is given to Members of Parliament, Committees, Clerk and Speaker to enable realisation of organisational objectives; and
- Ensure the proper procedures and processes for the monitoring and implementation of SRC Determinations.
- Provide strategic secretarial advice and secretarial management services to achieve organisational objectives;
- Provide strategic and operational direction to the activities of the SRC Secretariat.
- Develop and implement a range of programs and services to support the objectives of the Corporate Plan;
- Review and develop SRC policy guidelines and administrative manuals in conjunction with other Parliamentary Divisions to give effect to the legislative and policy framework governing the Salaries and Remuneration Commission;
- Provide regular briefs to the Speaker and the Clerk regarding the secretarial services provided to the Salaries and Remuneration Commission; and
- Ensure that copies of all documentation relating to the SRC is properly recorded and kept secure.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Clerk of Parliament



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5.2 Internal:

- The Executive Officer provides secretarial advice and supports the decision making of executive and senior managers throughout the Service in relation to SRC matters.
- The Executive Officer liaises directly with the Speaker and Clerk and other Senior Officers and Managers on SRC matters as and when required
- Provides advice in relation to SRC Determinations in relation to the entitlements of Members of Parliament.

5.3 External:

- The Executive Officer's work requirements also require routine communication with the Ombudsman Commission, the Department of Personnel Management, the Department of Labour and Industrial Relations and other nongovernmental and government agencies; and
- The Executive Officer is also required to communicate with the Office of the Governor General and Office of the First Legislative Counsel when organising Swearing-In of Members of the Commission from time to time.

5.4 Work Environment

This position requires hours of work associated with the Salary and Remuneration Committee and related activities to serve the elected Members of Parliament

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, and all other relevant Acts

Decisions:

- Management of staff and the operation of the division

Recommendations:

- Make recommendations to the Speaker and the Clerk on SRC and operational matters

5.6 Challenges

- Provide appropriate salary and remuneration advice to the Speaker, the Clerk of Parliament and the elected members of Parliament
- Serve with dignity and fairness.
- Meet deadlines for matters relating SRC
- Provide SRC reports/advice to the Speaker and the Clerk of Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Minimum qualification of a degree in law, Public Policy Management or related fields.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in related fields within Papua New Guinea.

6.3 Knowledge

Must have a thorough knowledge of:

- Thorough knowledge of the Parliamentary Service Act, the Constitution
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- The SRC determination

6.4 Skills

- Ability to lead and manage the SRC Secretariat.
- 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.
- Exceptional skills in successful management of organizational programs and cultural change.
- 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.

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Signature
Employer (or its delegate)

.....
Signature
Employee

.....
Date

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Date

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25/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:	POSITION NUMBER: SRC 002
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Administrative Assistant (NP07)
DIVISION: SRC Secretariat	LOCAL DESIGNATION: Administrative Assistant to SRC Executive Officer
BRANCH: Salary and Remuneration Commission	REPORTING TO: Executive Officer - SRC
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

J. J. J.
28/03/15

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2-18	24/09/18	Created

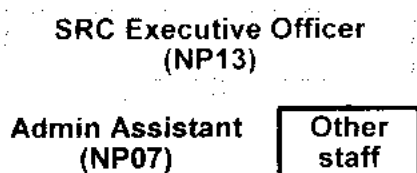
2. PURPOSE:
Providing efficient front desk service, clerical, other office procedures and administrative duties under strict directions

3. DIMENSION:
Budget: Not applicable
Staff: Not applicable
Others: Not applicable

- 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**
- Responsible for dealing with all correspondence and telephone calls
 - Responsible for screening of incoming telephone calls, visitors and other requests
 - Maintain an organized diary system for all official appointments
 - Responsible for preparing and organizing meetings and taking dictation and minutes
 - Assist in organizing events and conferences including making hotel accommodation and land and air transport booking
 - Responsible for typing, compiling and preparing reports, presentations and correspondence
 - Implementing and maintaining procedures and administrative systems
 - Liaising with staff, suppliers and clients, collating and filing expenses
 - Ensure proper filing and registration of all SRC documents affecting the Executive Officer's office and the National Parliament.
 - Actively participates in the Secretariat's strategic planning sessions
 - Works cooperatively with all team members to support the achievement of work plan activities to achieve identified goals and objectives

5. NATURE AND SCOPE:

5.1 Reporting Relationship
The incumbent reports directly to the SRC Executive Officer



5.2 Internal:

- Work with the Institutional Officers to ensure smooth operation of the office of the SRC Secretariat
- Report to the SRC Executive Officer on the tasks accomplished and progresses made-to-date of tasks relating to the duties of the Administrative Assistant.

5.3 External:

- Liaise with outside service providers such as hotels, rental car agents for duty travels of the SRC Executive Officer.
- Liaise constantly with others on issues relating to effecting quality service delivery and gather and collate information for action

5.4 Work Environment:

This is a secretarial position and the incumbent is required to facilitate proper office or administrative procedures at the front desk and must possess high quality of professionalism and conduct

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies
- Understand Parliamentary Service Act, Standing Orders and the Constitution
- Understand SRC determination

Decisions:

- Not applicable

Recommendations:

- Not applicable

J. Ben
28/03/15

5.6 Challenges

- Delivery of high standard front desk service
- Meet deadlines expected from immediate supervisor

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate or Diploma in Secretarial Studies or other relevant job experience in office management is highly desirable

6.2 Experience

- 3 to 5 years secretarial experience in other organizations

6.3 Knowledge

- Excellent understanding of office procedures and secretarial duties
- Extensive knowledge of the roles and responsibilities of the SRC Secretariat

6.4 Skills

- Verbal and written communication skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Signature
Employer (or its
delegate)

Signature
Employee

Date

Date



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: SRC 003
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Senior SRC Officer (NP11)
DIVISION: SRC Secretariat	LOCAL DESIGNATION: Senior SRC Officer - SRC
BRANCH: Salary and Remuneration Commission	REPORTING TO: Executive Officer - SRC
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2 - 18	24/09/18	ABOLISHED / CREATED

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28/03/19

2. PURPOSE:

Responsible for assisting to lead and manage the Secretariat, for the strategic management of the research and monitoring function of the Secretariat and for the provision of high level advice to the Executive Officer, Speaker, the Clerk and the Executive Management to support the strategic objectives of the Service

3. DIMENSION:

Budget: NA
Staff: 1 staff
Others: 111 elected members and Appointed Leaders

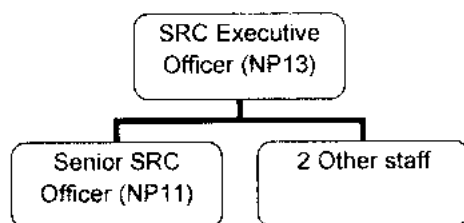
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Ensure high quality of advice given to the Executive Officer with regard to Determinations of the Salaries and Remuneration Commission; and regular briefs submitted to Speaker and Clerk
- Ensure adequate advice to Members of Parliament, Committees, Clerk and Speaker relating to SRC matters to enable realisation of organisational objectives
- Conducts from time to time detailed comparative analysis research in Determinations, Meeting Minutes, SRC Reports of the Salaries and Remuneration Commission;
- Monitor all administering authorities to ensure the proper application and administration of all current SRC Determinations.
- Report to the Executive Officer on the status of the administration of current Determinations by all administering authorities;
- Ensures the safeguarding of all confidential files;
- Develops and maintains an accurate and up to date records management system (including classifying and coding electronic and hardcopy (files));
- Prepares detailed presentations and reports as required by the Executive Officer, the Clerk or the Speaker of National Parliament;
- Provide website updates to the division responsible to ensure that up to date information is posted on the intranet/website

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Executive Officer to SRC



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5.2 Internal:

- The Senior SRC Officer provides advice to the Executive Officer and supports the decision making of executive and senior managers throughout the Service.
- The Senior SRC Officer liaises directly with the Executive Officer and in his absence with the Speaker and Clerk and other Senior Officers and Managers on SRC matters as and when required.

5.3 External:

- The Senior SRC Officer's work also requires routine communication with the Ombudsman Commission, the Department of Personnel Management, the Department of Labour and Industrial Relations and other nongovernmental and government agencies; and
- The Executive Officer is also required to communicate with the Office of the Governor General and Office of the First Legislative Counsel when organising Swearing-In of Members of the Commission from time to time.

5.4 Work Environment

This position requires hours of work associated with the Salary and Remuneration Committee and related activities to serve the elected Members of Parliament

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as: Constitution, Parliamentary Service Act, and all other relevant Acts and SRC determination

Decisions:

- Management and dissemination of research information related SRC determination

Recommendations:

- Make recommendations to the Speaker and the Clerk on SRC related matters by way of briefs.

5.6 Challenges

- Provide appropriate salary and remuneration advice to the Speaker, the Clerk of Parliament and the elected members of Parliament
- Meet deadlines for matters relating SRC
- Provide SRC reports/advice to the Speaker and the Clerk of Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Minimum qualification of a degree in law, Public Policy Management, accounting, or related field.

6.2 Experience

- The incumbent must have at least 10-15 years of experience in research, investigation, audit, finance and related fields within Papua New Guinea.

6.3 Knowledge

Must have a thorough knowledge of:

- Thorough knowledge of the Parliamentary Service Act, the Constitution
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- The SRC determination

6.4 Skills

- Ability to lead and manage the SRC Secretariat in the absence of SRC Executive Officer
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft application
- Ability to use legal and legislative databases and sites on the internet
- Excellent attention to detail; and Must be able to multi-task and keep calm under pressure

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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.....
Signature
Employer (or its delegate)

.....
Signature
Employee

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Date

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Date

Law
28/03/17



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: SRC 004
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Salary Remuneration Commission Officer, NP09
DIVISION: SRC Secretariat	LOCAL DESIGNATION: SRC Officer
BRANCH: SRC Secretariat	REPORTING TO: Senior SRC Officer
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

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28/03/19

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 2 - 18	24/09/18	ABOLISHED / CREATED

2. PURPOSE:

Responsible for providing assistance to the Senior Research and Monitoring Officer to lead the Secretariat in research and monitoring the administration of SRC Determinations; and assisting in the secretarial and advisory function of the Secretariat and for the provision of high level reporting and information services to the Senior Research and Monitoring Officer and the Executive Officer to support the strategic objectives of the Secretariat

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

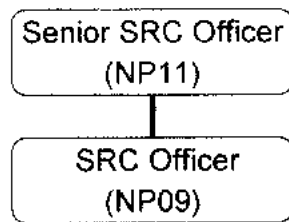
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Ensure to liaise with the Senior SRC Officer to provide quality of advice to the Executive Officer with regard to Determinations of the Salaries and Remuneration Commission; and regular briefs submitted to Speaker and Clerk
- Assist the Senior SRC Officer to conduct research analysis of Determinations for information dissemination of the Salaries and Remuneration Commission;
- Monitor all administering authorities to ensure the proper application and administration of all current SRC Determinations;
- Ensures the safeguarding of all confidential files;
- Prepares detailed presentations and reports as required by the Senior SRC Officer, Executive Officer, the Clerk or the Speaker of National Parliament;
- Provide website updates to the division responsible to ensure that up to date information is posted on the intranet/website

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports to the Executive Officer to SRC



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5.2 Internal:

- The SRC Officer provides advice to the Senior SRC Officer and support in decision making of executive and senior managers throughout the Service.
- The SRC Officer liaises directly with the Senior SRC Officer and the SRC Executive Officer on SRC matters as and when required.

5.3 External:

- The SRC Officer's work also requires routine communication with the Senior SRC Officer and the SRC Executive Officer on matters relating to determination

5.4 Work Environment

This position requires hours of work associated with the Salary and Remuneration Committee and related activities to serve the elected Members of Parliament

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, and all other relevant Acts and SRC determination

Decisions:

- Management and dissemination of research information related SRC determination

Recommendations:

- Assist the Senior SRC Officer and the SRC Executive Officer to make recommendations to the Speaker and the Clerk on SRC related matters by way of briefs.

5.6 Challenges

- Assist Senior SRC Officer and SRC Executive Officer to provide appropriate salary and remuneration advice to the Speaker, the Clerk of Parliament and the elected members of Parliament
- Meet deadlines for matters relating SRC
- Provide SRC reports/advice to the Speaker and the Clerk of Parliament

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Minimum qualification of a degree in research, or related field.

6.2 Experience

- The incumbent must have at least 3-5 years of experience in research, and related fields within Papua New Guinea.

6.3 Knowledge

Must have a thorough knowledge of:

- Thorough knowledge of the Parliamentary Service Act, the Constitution
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- The SRC determination

6.4 Skills

- Ability to lead in research
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft application
- Ability to use legal and legislative databases and sites on the internet
- Excellent attention to detail; and Must be able to multi-task and keep calm under pressure

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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