



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION:

	POSITION NUMBER: PLS 002
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Executive Assistant (NP08)
BRANCH: Parliament Legal Service	LOCAL DESIGNATION: Executive Assistant to Executive Director Parliament Legal Service
DIVISION: Parliament Legal Service	REPORTING TO: Executive Director Parliament Legal Service
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

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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:

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

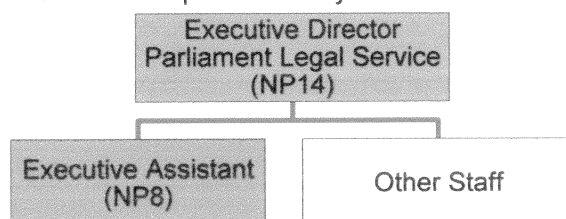
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- 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
- 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
- Any other duties as required

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the Executive Director Parliament Legal Service



5.2 Internal:

- Work with the Institutional Officers to ensure smooth operation of the office of the Executive Director Parliament Legal Service and other Directors in the absence of their executive assistances
- Report to the Executive Director Parliament Legal Service on the tasks accomplished and progresses made-to-date of tasks relating to the duties of the Executive Assistant.

5.3 External:

- Liaise with outside service providers such as hotels, rental car agents for duty travels of the Executive Director Parliament Legal Service.
- 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

Decisions:

- Not applicable

Recommendations:

- Not applicable

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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 Director

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

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



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION	POSITION NUMBER: PLS 003
DEPARTMENT: Parliamentary Legal Service	DESIGNATION/CLASSIFICATION: Assistant Parliamentary Legal Counsel Litigation (NP14)
DIVISION: Parliamentary Legal Service	LOCAL DESIGNATION: Assistant Parliamentary Legal Counsel - Litigation
BRANCH: Parliamentary Legal Service	REPORTING TO: Executive Director Parliamentary Legal Service
LOCATION: Parliament House, Waigani, NCD	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

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2. PURPOSE:

Responsible for assisting lead and manage the legal services team, for the strategic management of the litigation function of the Service 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: NA
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

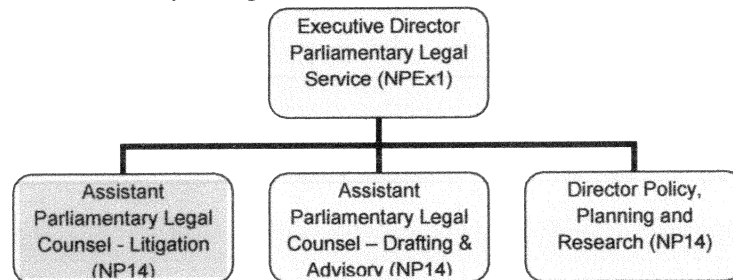
- Ensure high quality of litigation advice given to the Parliamentary Counsel. Ensure adequate legal advice to Members of Parliament, Committees, Clerk and Speaker relating to litigation matters to enable realization of organisational objectives.
- Ensure the proper procedures and processes for the prosecution and defense of legal proceedings between parties and the National Parliament.
- Provide strategic legal advice and litigation services to the Parliamentary Counsel to achieve organisational objectives.
- Assist the Parliamentary Counsel to provide strategic and operational direction to implement the activities of the Parliamentary Counsel's office.
- Assist the Parliamentary Counsel to develop and implement a range of programs and services to support the objectives of the Corporate Plan.
- Assist the Parliamentary Counsel to review and develop legal policy guidelines and administrative manuals in conjunction with the HR Manager to give effect to the legislative and policy framework governing the Parliamentary Service.
- Ensure adherence to existing rules and regulations governing discipline, contracts and matters arising out of legal or industrial matters, in particular the Public Service Commission and court proceedings.

- Provide regular briefs to the Parliamentary Counsel regarding the legal services provided to the Parliamentary Service.
- Ensure that all service providers and consultants perform their legal obligations under contracts with the Clerk's and Speaker's offices.
- Ensure that copies of all contracts and legally binding documents are kept to ensure accountability for work or services provided by contractors and to initiate legal proceedings for breach of contract.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports directly to the Executive Director and other staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown below.



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5.2 Internal:

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

5.3 External:

- The Assistant Parliamentary Counsel's work requirements also require routine communication with outside law firms, the Courts, Department of Justice, POSF and other nongovernmental and government agencies.
- The Assistant Parliamentary Counsel also maintains effective dialogue with the First Legislative Counsel's office, banks, insurance companies, etc.

5.4 Work Environment

This position requires long hours' work associated with the sittings of Parliament and Parliamentary Service's legal related duties regarding litigation, drafting and advisory services to Speaker, Clerk, elected members of Parliament and Staff

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, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts

Decisions:

- Management of legal issues and the operation of the division

Recommendation:

- Make recommendations to the Administration in liaison with the Executive Director on legal and operational matters

5.6 Challenges

- Provide appropriate legal advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff in liaison with the Executive Director.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to litigation.
- Provide legal reports/advice to the Executive Director and the Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**6.1 Qualification**

- Must have a minimum qualification of a Law Degree with a experience in litigation and a current legal practicing certificate from the PNG Law Society.

6.2 Experience

- Must have at least 5-10 years of experience in Legal Practice within Papua New Guinea.

6.3 Knowledge

Must have a thorough knowledge of:

- Thorough knowledge of the Constitution and other relevant Acts
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- a clear understanding of relevant court room processes

6.4 Skills

- Verbal and Written communication skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills.
- Ability to assist lead and manage the legal services litigation team in the absence of the Parliamentary Counsel
- Computer literate in Microsoft applications and the ability to use legal and legislative databases and sites on the internet.

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7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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