



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION:

DEPARTMENT: Parliamentary Service	POSITION NUMBER: ECS 003
DIVISION: Corporate & Support Services	DESIGNATION/CLASSIFICATION: Coordinator Parliamentary Service NP11
BRANCH: Education & Civic Services	LOCAL DESIGNATION: Coordinator Parliamentary Services
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Education & Civic 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	Reclass / JD Revised

2. PURPOSE:

Ensure all visits and arrangements by interested groups and organisations to Parliament are effectively coordinated and implemented based on the roles and objectives of the division.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

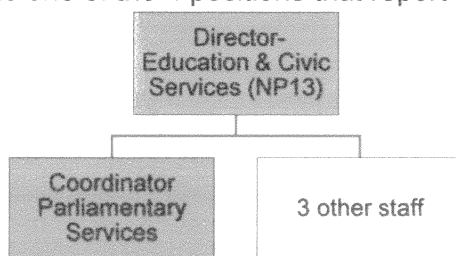
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES):

4.1 Keep accurate record of attendance by interested groups and organisations.

4 . NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 4 positions that report directly to the Director Education & Civics.



5.2 Internal:

- This position work closely with Sergeant at Arms division ensuring that all processes and protocols are followed in implementing the divisions requirements.

5.3 External:

- Liaise with other organizations which includes, schools, church groups, community groups, professional groups by advertising Parliament.

5.4 Work Environment

- This position requires coordinating visitation to Parliament and in consultation with the Sergeant AT Arms for information dissemination.

5.5. Constraints Framework and Boundaries

Rules/Procedures etc:

- Adhere to established guidelines which includes; Parliamentary Service Act, General Orders, PFMA, PSMA and other government regulations

Decisions:

- NA

Recommendations:

- Provide different approaches to divisional program implementation

5.6 Challenges

- Meeting deadlines of all program activities for the year
- Budget within appropriated amount for all programs.
- Other expectations from different Divisions within the Parliamentary Services.

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

3 - 5 years teaching and educational experience in public or private organizations is highly regarded.

6.3 Knowledge

- Conversant with teaching and learning
- Good knowledge of the Parliament practices and procedures.
- In-depth understanding how to disseminate information

6.4 Skills

- Computer skills
- Language skills
- Teaching and presentation skills
- Exceptional negotiation and representational skills.

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28/03/19

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