



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### IDENTIFICATION

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>IPR 001</b>
DIVISION: <b>Inter-Parliamentary Relations</b>	DESIGNATION/CLASSIFICATION: <b>Director – Inter-Parliamentary Relations, NP14</b>
BRANCH: <b>Chamber Services</b>	LOCAL DESIGNATION: <b>Director – Inter-Parliamentary Relations, NP14</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Deputy Clerk – Chamber Services</b>
	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 for Members of Parliaments on international engagements and preparing reports to be table in Parliaments. Ensure that International Relations for the country are coordinated for Members of Parliament and the Clerk.

#### 3. DIMENSION:

Required to work at any time to deliver the necessary information for the Parliament.

**Budget:** K100 000.00

**Staff:** 5 staff

**Others:** NA

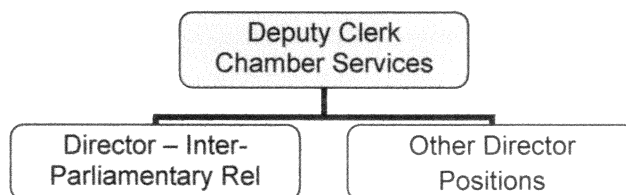
#### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- 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 Deputy Clerk, Chamber Service and provide advice to administration on the management of IPRO.



### 5.2 Internal:

Parliamentarians  
Speaker  
Clerk  
Department Heads  
NGOs

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### 5.3 External:

Foreign Embassies  
Commonwealth Parliaments  
All foreign matters that requires Parliament attention

### 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
- Provide timely accurate briefs, reports, papers and talking points
- Meet with Foreign Affairs and concerned embassy in preparation for international visitors
- Liaise with PNG's Foreign Embassies to advise on protocol courtesies
- 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

At least 5 years 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

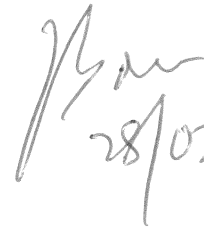
I make this solemn declaration by virtue of the ***Oaths, Affirmation and Statutory Declaration Act 1962***, conscientious believing the statement contained therein to be true in every particular.

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Signature  
Employer (or its delegate)

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Signature  
Employee

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Date

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Date

  
28/03/19