



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

	POSITION NUMBER: PPR 001
DEPARTMENT: Parliamentary Legal Service	DESIGNATION/CLASSIFICATION: Director Policy, Planning & Research, NP14
DIVISION: Parliamentary Legal Service	LOCAL DESIGNATION: Director Policy, Planning & Research
BRANCH: Parliamentary Legal Service	REPORTING TO: Parliamentary Legal Counsel
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	Reclass / JD Revised

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2. PURPOSE:

Provide strategic leadership and direction in the development and implementation of Divisional programs and activities and contribute to maintaining a high-quality Parliament policy system through achievement of Divisional functions and responsibilities.

3. DIMENSION:

Budget: K100 000.00
Staff: 3 staff
Others: NA

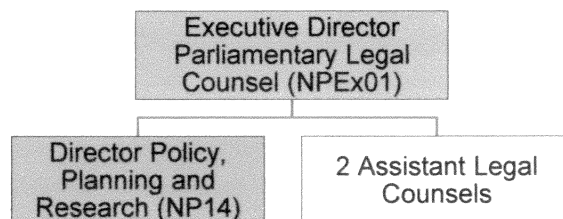
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting and encouraging team work through modelling good practice.
- Develop and monitor the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Ensure development of Parliamentary Service policies, research and data analysis and planning activities to meet the changing needs of the Service systems and providing relevant information and data for better management decision to improving the Parliamentary Service system.
- Hold regular Divisional meetings to develop and implement strategies to address problems affecting efficient implementation of Divisional activities and communicating relevant information from the management team.
- Ensure relevant policies and procedures covering Divisional responsibilities are developed to assist the Division in achieving its functional responsibilities.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Facilitate the development and implementation of policies, procedures and processes to improve service delivery.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 3 positions that reports to the Parliamentary Legal Counsel.



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5.2 Internal:

- Provide regular advice to the Executive Director Parliamentary Legal Service on set policies, standing Orders and practices of the Service.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.
- Liaise with Assistant Parliamentary Legal Counsel - Advisory Service on matters of interest and importance referred by Parliament to the Committee Secretariat for research and or investigation.

5.3 External:

- Liaise with education institutions, youth groups, women groups, media organizations and other Government organizations on matters related to Government policies regulations.

5.4 Work Environment

- This position requires long hours' work associated with defining strategic plans and developing required policies to support the work of the Parliamentary Service.
- Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

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 staff and the operation of the division

Recommendations:

- Make recommendations to the administration on policy 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.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to litigation, drafting and advisory.
- Provide legal reports/advice to Parliament Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Master's degree by research in a Social Science related field or any qualification as accepted by the Clerk of Parliament

6.2 Experience

- 10-15 years of experience in management in government or private organization

6.3 Knowledge

Must have a thorough knowledge of:

- Thorough knowledge of the Parliamentary Service Act, the Constitution and the Standing Orders and a good understanding of Chamber procedures.
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- a clear understanding of the Parliamentary Service disciplinary processes and other relevant court room processes.

6.4 Skills

- Ability to lead and manage a team or researchers and policy development staff.
- 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.
- 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 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.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date

Ban
25/03/19