



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION:

DEPARTMENT: Parliamentary Service	POSITION NUMBER: PPR 003
BRANCH: Parliament Legal Service	DESIGNATION/CLASSIFICATION: Policy Officer, NP10
DIVISION: Parliament Legal Service	LOCAL DESIGNATION: Policy Officer
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Director Policy, Planning and Research
	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

2. PURPOSE:

Ensure and undertake research to develop activity plans and execute all duties related to that of the office that deals with development of activity plans to guide the operation of the Parliamentary Service

3. DIMENSION:

Budget: Not applicable

Staff: Not applicable

Others: Not applicable

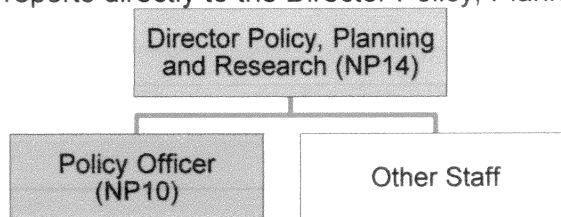
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Undertake research using appropriate tools with the aim of providing information and analysis on a policy issues and its development
- Provide information on what research is already available in a planning area, including in cross cutting areas involving Parliamentary Service matters, towards preparation of policy papers and presentations as required
- Assist the Director Policy, Planning and Research to conceptualize and prepare major policy and planning analysis, and prepare and, or as required, contribute to the preparation and delivery of written planning documents
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- Assist the Director Policy, Planning and Research to conceptualize and prepare major policy analysis, and prepare and, or as required, contribute to the preparation and development of Policy papers for the Service.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the Director Policy, Planning and Research



Ben
28/03/19

5.2 Internal:

- Work with the Institutional Officers to ensure smooth operation of the office of the Director Policy, Planning and Research and other Directors in the absence of their executive assistances
- Report to the Director Policy, Planning and Research 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 Director Policy, Planning and Research.
- 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:

- The execution of duties to be line with the code of work practices as stipulated in the General Orders.
- Operate within the set procedures and guidelines to executive drafting, developing and documentation of planning and policy documents for presentation and approval

Decisions:

- Making decisions about relevant activity plans to develop policies in liaison with the other Divisional Heads.

Recommendations:

- Recommend to the Director Policy, Planning and Research on activity plans to develop and present policy documents to Clerk and the Management team approval

5.6 Challenges

- Undertake research using appropriate tools with the aim of providing information and analysis on a planning issues and development of Policies for the Service
- Provide information on what research is already available in a planning area, including in cross cutting areas involving Parliamentary Service matters, towards preparation of planning papers and presentations as required
- Meet deadlines expected from immediate supervisor

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- A bachelor degree or equivalent in a relevant discipline, such as education, economics, development studies or social science.

6.2 Experience

- 3-5 years' experience in Policy development related work with other organizations

6.3 Knowledge

- Conversant in research processes and procedures and policy development.
- Thorough knowledge of the work of the Director Policy, Planning and Research.

6.4 Skills

- Verbal and written communication skills in English;
- Interpersonal skills;
- Creative thinking and solution building abilities;
- Strategic thinking and operational planning capabilities;
- Analysis and synthesis skills;
- Administrative and organisational abilities, including an eye for detail
- Demonstrate an active commitment to research – either through their own studies or previous success in contributing to research
- Excellent reasoning 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