



PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: CAT 037
DIVISION: Corporate & Support Service	DESIGNATION/CLASSIFICATION: Administrative Officer, NP08
BRANCH: Parliamentary Catering Service	LOCAL DESIGNATION: Administrative Officer
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Executive Chef – Kitchen 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:

- Perform all general administrative duties for the up keep of the office. Such duties include procuring of goods and services such as invoicing of catering, stationery, office equipment, and such other supplies necessary for the operations of the office. Raising of claims for payment and follow up with accounts. Raise with relevant divisions or authorities maintenance of office equipment, office furniture and space, and/or other matters necessary for upkeep of office. Keep record of all matters relating to accounts. Attend to general enquiries at the counter.

3. DIMENSION:

Budget: NA

Staff: NA

Others: NA

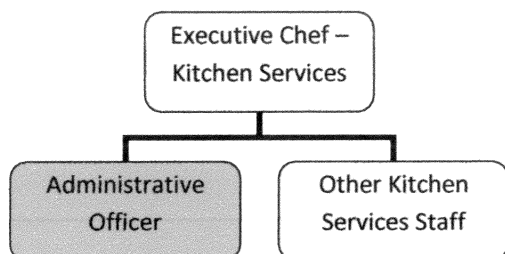
4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Ensure Catering Office is sufficiently supplied with all its office needs
- Ensure proper records management of kitchen equipment
- Ensures invoicing of orders and follow-up on outstanding invoices
- Ensure all suppliers are paid within their trading terms
- Ensure all procurement procedures are complied with.
- Procurement and asset register and management
- Copy and record all outgoing claims

5. NATURE AND SCOPE:

5.1 Reporting Relationship

- This position reports to the Executive Chef – Kitchen Services and interacts with staff within the division. The reporting relationship is shown in this graphical form hereunder.



Y. Han
28/03/19

5.2 Internal:

- Executive Chef Kitchen Services – for update of office administrative matters
- Interact with staff on Office operational matters
- Accounts for follow up of Claims and payments.
- Liaise with other staff of the parliamentary Services on matters affecting the division

External:

- Liaise with Service providers for procuring purposes

Work Environment

- Proper Office set up with readily available supplies for usage by the office. Good administrative culture.

5.3. Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand basic office rules, relevant statutory provisions and Government policies.
- Understand Parliamentary Services Act

Decisions: NA

Recommendations: NA

5.4 Challenges

- Lack of satisfactory supply of needs for the office.
- Funds availability.

6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate in Office Management

6.2 Experience

- 3 - 5 years of experience in a similar field

6.3 Knowledge

- Knowledge of Public Financial Management Act.
- Sound knowledge of National Parliament procurement procedures
- Knowledge of National Parliament Tenders process.

6.4 Skills

- Computer skills
- Communication skills
- Office Management skills

Handwritten signature and date: 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