



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. Identification**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>HRM 001</b>
DIVISION: <b>Corporate and Support Services</b>	DESIGNATION/CLASSIFICATION: <b>Director – HRM, NP14</b>
BRANCH: <b>Human Resources Division</b>	LOCAL DESIGNATION: <b>Director Human Resources</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Executive Director Corporate and Support Services</b>
	INCUMBENT:  <i>None</i> <i>28/03/19</i>

**HISTORY OF POSITION**

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2	24/09/18	Abolished/Created

**2. Purpose:**

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

**3. Dimension:**

- Budget:** K100,000.00
- Staff:** 17 divisional staff
- Others:** All personnel of the Parliamentary Service (401)

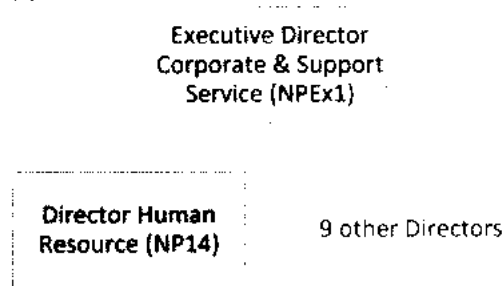
**4. Principle Accountabilities**

- 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.
- 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.
- Responsible for Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area.
- Discipline officers by taking personal responsibility in initiating and charging officers who may have committed a disciplinary offence.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.

## 5. Nature and Scope:

### 5.1 Reporting Relationship

This position is one of the 10 positions that report directly to the Executive Director Corporate and Support Service.



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### 5.2 Working Relationship

#### *Internal:*

- Provide regular advice to the Director Finance and Administration Service
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.
- Liaise with Director Finance and Administration Services on matters of interest and importance referred by Parliament to the Committee Secretariat for investigation.
- Member of the Research Committee.

#### *External:*

- Liaise with appropriate education and training institutions and other Government organizations on matters related to Government policies regulations.

### 5.3 Work Environment

This position is a senior management position and is responsible for managing the Parliamentary Service personnel and defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services.

### 5.4 Constraints, Framework and Boundaries

#### **Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies.
- Funds must be used consistent with the requirements of the PFMA.

#### **Decisions:**

- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities

#### **Recommendations:**

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

**5.5 Challenges**

- Providing the required leadership to deliver quality service to the staff and elected Members of Parliament and objectives to contribute to achievement of the goals and objectives of the Services Corporate Plan (2013 -2015).
- Managing employees with different skills, knowledge, experiences and sets of motivation.
- Achieving Divisional functional responsibilities within available resources to deliver outcomes.

**6 Qualification, Experience, Knowledge and Skills**

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**5.1 Qualification**

- Tertiary qualification in Human Resource, Business Studies and Public Policy Management. Completion of a master's degree qualification is highly desirable

**6.2 Experience**

- 5 - 10 years senior management experience in a complex and diverse organization.

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- 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



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	POSITION NUMBER: <b>HRM 004</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Nursing Officer, NP08</b>
DIVISION: <b>Corporate and Support Service</b>	LOCAL DESIGNATION: <b>Nursing Officer</b>
BRANCH: <b>Human Resource</b>	REPORTING TO: <b>Director Human Resource</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	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

*Handwritten signature and date: 28/03/19*

**2. PURPOSE:**

The Parliamentary Service Nurse Aide's work is to assist the professional staff by performing various resident care activities and related nonprofessional services necessary in caring for the personal needs and comfort of the members of parliament and staff of the parliamentary service.

**3. DIMENSION:**

**Budget:** Not applicable  
**Staff:** 111 elected Members and 401 staff of Parliamentary Service  
**Others:** Not applicable

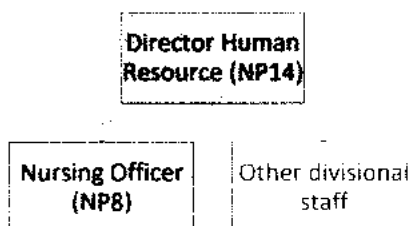
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Provide for activities of daily living by assisting the Nursing Officer to serve patients, positioning patients for treatment and providing fresh water and comfort
- Work directly with the Nursing Officer on resolving patient care or operational issues to facilitate patient care.
- Implement an effective, ongoing program to measure, assess, and improve the quality of nursing care delivered to patients.
- Provide patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing officer.
- Documents actions by completing forms, reports, logs and health records
- Maintain work operations by following set policies and procedures and protect organization's values by keeping patient information confidential

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 18 positions that report directly to the Director Human Resource



## 5.2 Internal:

- Work with the Executive Director Corporate Service and the Director HR to ensure efficient delivery of nursing care and health services in line with the policies.
- Consult the OIC Nursing on any issues which may be in conflict to existing policies regarding the acquisition of constant medical supplies for the Parliament clinic.

## 5.3 External:

- Assist the OIC Nursing to liaise with the National Capital District Health service and other Service providers (such as Johnston's Pharmacy for procurement of basic medical equipment and materials and supplies).

## 5.4 Work Environment:

The focus of this function is to assist the OIC Nursing provide effective coordination of nursing practice and care in a small and friendly Parliament clinic as one of many small non-profit health systems in the country

## 5.5 Constraints Framework and Boundaries

### Rules/Procedures etc:

- Assist the OIC Nursing provide basic nursing care and nursing services within the availability of resources with the General Health System in the Nation's capital.
- Operate within Health and Nursing policies of the PNG Health Department and health code of practice

### Decisions:

- Appropriate referrals for major health care attention to certified medical doctor
- In consultation with the OIC Nursing provide appropriate direction on procurement of all medical supplies required to maintain health services at the Parliament clinic.

### Recommendations:

- In consultation with the available medical guide and information make recommendation on referrals of outside medical services to obtain maximum benefit for staff and Members of Parliament and prevent serious health related problems that would cause operational delays in the day-to-day work output
- Review of nursing practice and care at the National Parliament clinic

## 5.6 Challenges

- Providing patient comfort by utilizing limited resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor
- Serving and protecting the National Parliament community by adhering to professional standards, Parliament Clinic policies and procedures in line with the National Health requirements and standards

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Graduate of a recognized Nursing School or possession of such other qualification that may be acceptable to the Parliamentary Service or experience in nursing aide practice and providing health care services would be desirable
- Licensure as a registered nurse (RN) in the country

### 6.2 Experience

- 3-5 years of experience of nursing practice and providing health care services is a must.

**6.3 Knowledge**

- Conversant in administering care to the sick or injured and must be knowledgeable about all requirements of providing efficient nursing care and health service to clients.
- Conversant with health care procedures to diagnose and treat minor illnesses.
- Thorough knowledge of current theoretical approaches to delivering nursing care and strategies for examining and applying relevant concepts
- Familiar with current leadership, management, and performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving nursing care service to Parliamentary Service and the National Parliament
- Extensive knowledge of the roles and responsibilities of the Office In-Charge of Nursing

**6.4 Skills**

- Excellent verbal and written communication skills
- Excellent ability to participate in developing and implementing strategies to address opportunities for improving nursing care.
- Ability to work flexible hours including weekends and holidays
- Excellent inter-personal skills and ability to write routine reports and correspondence.
  - Excellent ability to speak before patients of the National Parliament
  - Excellent reasoning skills
  - Exceptional negotiation and representational skills
  - Computer literate in Microsoft applications

*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	.....	Signature
	Employer (or its delegate)		Employee
.....	Date	.....	Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>HRM 005</b>
DIVISION: <b>Corporate and Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Post Master, NP08</b>
BRANCH: <b>Human Resource</b>	LOCAL DESIGNATION: <b>Post Master</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Human Resource</b>
	INCUMBENT: <i>None</i> <i>28/03/19</i>

**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:**

Provide efficient postal services to the Members of Parliament and staff of the Parliamentary Service.

**3. DIMENSION:**

**Budget:** Not applicable  
**Staff:** Not applicable  
**Others:** Not applicable

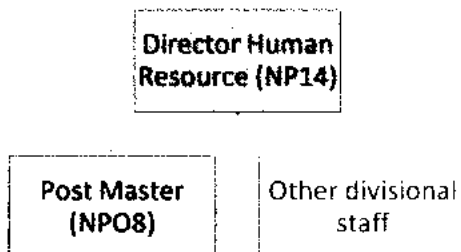
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Keep accurate record of mail delivery.
- Provide efficient front desk service for the office.
- Coordinate with staff any issues with postal services
- Maintain office stationaries and keep accurate inventory.
- Record all discussions/phone calls accurately for the Members and staff and ensure that the office is clean and tidy each day
- Perform any other duties that is required by the Manager

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 18 positions that report directly to the Director Human Resource



**5.2 Internal:**

- Attend to elected Members of Parliament, Parliamentary Staff and staff of the Parliamentary Service on matters relating to postal services.

**5.3 External:**

- NA

**5.4 Work Environment:**

The focus of this function is to provide effective postal service in a busy government and political environment within the National Parliament

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Adhering to postal service policies and procedures to provide effective service.

**Decisions:**

- NA

**Recommendations:**

- NA

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28/03/19

**5.6 Challenges**

- Providing efficient postal service to the Members of Parliament, Staff of the Service. Members' Staff and visitors of National Parliament

**6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

**6.1 Qualification**

- Grade 10 or 12 with related experience so providing postal services or experiences as may be accepted by the Clerk of Parliament.

**6.2 Experience**

- 3-5 years of experience of postal service or related work experience.

**6.3 Knowledge**

- Conversant in work related to delivery of postal services
- Familiar with performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving postal service to Parliamentary Service and the National Parliament

**6.4 Skills**

- Excellent verbal and written communication skills
- Excellent inter-personal skills and ability to write routine reports and correspondence.
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

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Signature  
Employer (or its delegate)

Signature  
Employee

.....  
Date

.....  
Date





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>HRM 006</b>
DIVISION: <b>Corporate and Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Principal Advisor – Personnel, NP12</b>
BRANCH: <b>Human Resource</b>	LOCAL DESIGNATION: <b>Principal Advisor - Personnel</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Human Resource</b>
	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

*Handwritten signature and date: 28/03/19*

**2. PURPOSE:**

Provide honesty, transparency and accountability in overseeing personnel and administrative matters including the Payroll system

**3. DIMENSION:**

**Budget:** Not applicable  
**Staff:** 8 Direct subordinates  
**Others:** Not applicable

**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Develop and contribute to the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Hold regular sectional meetings with personal staff to develop and implement strategies to address problems affecting efficient implementation of payroll and personal matters and communicating relevant information to the management team and staff.
- Ensure relevant policies and procedures covering Divisional responsibilities are developed to assist the Division in achieving its functional responsibilities.
- Mentor, coach and encourage section or branch heads and staff to achieve excellence in their work area.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.
- Perform any other duties that is required by the Manager

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 18 positions that report directly to the Director Human Resource

**Director Human  
Resource (NP14)**

**Principal Advisor  
- Personnel  
(NP12)**

Other divisional  
staff

**5.2 Internal:**

- Provide regular advice to the Human Resource Manager for all personal matters

**5.3 External:**

- NA

**5.4 Work Environment:**

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

**Decisions:**

- NA

**Recommendations:**

- NA

*M. Brown*  
28/03/19

**5.6 Challenges**

- Providing accurate personal data entry information of the staff of the Parliamentary Service

**6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

**6.1 Qualification**

- Training qualification in Human Resource, Business Studies or Public Policy Management. A degree qualification is preferred or other experiences as may be accepted by the Clerk of Parliament.

**6.2 Experience**

- 5-10 years of experience of Human Resource management or related work experience.

**6.3 Knowledge**

- Conversant in work related to delivery of personnel management in an organization
- Familiar with performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving personnel service to Parliamentary Service.

**6.4 Skills**

- Excellent verbal and written communication skills
- Excellent inter-personal skills and ability to write routine reports and correspondence.
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

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.....  
Signature  
Employer (or its delegate)

.....  
Signature  
Employee

.....  
Date

.....  
Date



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT:  
**Parliamentary Service**

DIVISION:  
**Corporate and Support Service**

BRANCH:  
**Human Resource**

LOCATION:  
**Parliament House, Waigani, NCD**

POSITION NUMBER:  
**HRM 007**

DESIGNATION/CLASSIFICATION:  
**Employment Relations & GESI Officer, NP10**

LOCAL DESIGNATION:  
**Employment Relations & GESI Officer**

REPORTING TO:  
**Director Human Resource**

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

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**2. PURPOSE:**

Provide honesty, transparency and accountability in overseeing personnel and administrative matters including the Payroll system

**3. DIMENSION:**

**Budget:** Not applicable  
**Staff:** 8 Direct subordinates  
**Others:** Not applicable

**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Coordinates daily operational activities of the three (3) staff. The incumbent is required and liaise and attend to all staff of the Parliamentary Services regarding the timely management of the salary and remuneration matters.
- Supervise and quality check on the work of Salary Officers, including calculations before claims are processed.
- Undertake calculations for the Contract Gratuity and final pay outs of resignation/termination/retrenchment.
- Verify the Threshold Report from the Department of Finance, overtime claims, and casual wages/salaries.
- Process leave and payroll claims including variation advice, offline payments, higher duty 2 allowances, payment of cheques.
- Update and maintain personnel files.
- Prepare regular briefs to the PA, HR Administration and Director, HRM on HR personnel matters.
- Perform any other duties that is required by the Director

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 18 positions that report directly to the Director Human Resource

Director Human  
Resource (NP14)

Employment  
Relations & GESI  
Officer (NP10)

Other divisional  
staff

**5.2 Internal:**

- Provide regular advice to the Human Resource Manager for all personal matters

**5.3 External:**

- NA

**5.4 Work Environment:**

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

**Decisions:**

- NA

**Recommendations:**

- NA

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**5.6 Challenges**

- Providing timely claims and calculations to be included in the payroll for the Parliamentary Service staff

**6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

**6.1 Qualification**

- Diploma or a Degree in Social Sciences related field, Human Resource Management, Public Administration and or equivalent with experience in the Human Resource Management in government and private organizations

**6.2 Experience**

- 5-10 years of experience of Human Resource supervisory position or related work experience.

**6.3 Knowledge**

- Conversant in work related to delivery of personnel management in an organization
- Sound knowledge of salaries administration in the Public Service
- Parliamentary Services Act 1997, Public Service General Orders, Public Service (Management) Act, 2014, Public Finance (Management) Act and Nambawan Super Act as amended and NAS Fund

**6.4 Skills**

- Excellent verbal and written communication skills
- Excellent inter-personal skills and ability to write routine reports and correspondence.
- Excellent reasoning skills
- Exceptional negotiation and representational skills
- Computer literate in Microsoft applications

**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

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.....  
Signature  
Employer (or its delegate)

.....  
Signature  
Employee

.....  
Date

.....  
Date





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>HRM 008</b>
DIVISION: <b>Corporate and Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Salary &amp; Remuneration Officer, NP10</b>
BRANCH: <b>Human Resource</b>	LOCAL DESIGNATION: <b>Senior Salary &amp; Remuneration Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Human Resource</b>
	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:**

Provide honesty, transparency and accountability in overseeing personnel and administrative matters including the Payroll system

**3. DIMENSION:**

**Budget:** Not applicable  
**Staff:** Not applicable  
**Others:** Not applicable

**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

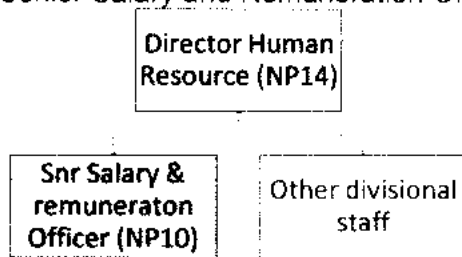
- Reports to the Senior Salary and Remuneration Officer and is responsible for the day-to-day activities and tasks of salary administration.
- Required to liaise with all staff of the Parliamentary Services on daily basis and provide timely action and advice on all Remuneration Benefit and salary matters.
- Liaise with Senior Salary and Remuneration Officer and attend to all staff of the Parliamentary Services regarding the timely management of the salary and remuneration matters.
- Provide quality check on the work of Salary Officers, including calculations before claims are processed.
- Undertake calculations for the Contract Gratuity and final pay outs of resignation, termination or retrenchment.
- Verify the Threshold Report from the Department of Finance, overtime claims, and casual wages/salaries.
- Process leave and payroll claims, including variation advice, offline payments, higher duty allowances, payment of cheques.
- Update and maintain personnel files.
- Prepare regular briefs to the PA, HR Administration and Director, HRM on HR personnel matters.
- Perform any other duties that is required by the Director
- Update NSL separation authority forms for resignation/termination or retrenchment/retirement officers.
- Batch offline payments for the Finance Branch.
- Liaise with the Finance Branch on salary cheques and payroll reports.
- Assist in making sure the threshold report for next payday is collated and corrective measures are taken and given to Payroll Officer on time.
- Assist in responding to counter and telephone enquiries as required

- Assist in preparing routine correspondence.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 18 positions that report directly to the Director Human Resource but directly to Senior Salary and Remuneration Officer



### 5.2 Internal:

- Provide regular advice to the Director Human Resource for all personal matters

### 5.3 External:

- NA

### 5.4 Work Environment:

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

#### Decisions:

- NA

#### Recommendations:

- NA

### 5.6 Challenges

- Maintaining confidentiality of information relating to Salary and Remuneration of Parliamentary Service Staff

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Diploma or a Degree in Social Sciences related field, Human Resource Management, Public Administration and or equivalent with experience in the Human Resource Management in government and private organizations

### 6.2 Experience

- 5-10 years of experience of Human Resource supervisory position or related work experience.

### 6.3 Knowledge

- Sound knowledge of all aspects of salary and payroll administration in government or private organization.
- Parliamentary Services Act 1997, Public Service General Orders, Public Service (Management) Act, 2014, Public Finance (Management) Act, Nambawan Super Act as amended and NAS Fund
- Good understanding of the Parliamentary Services, Public Service (Management) Act, General Orders and Public Finance (Management) act.

6.4 Skills

- Excellent verbal and written communication skills
- Excellent inter-personal skills and ability to write routine reports and correspondence.
- Excellent reasoning skills
- 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)

.....  
Date

.....  
Signature  
Employee

.....  
Date

*M. M. M.*  
28/03/19





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	<b>POSITION NUMBER:</b> <b>HRM 011</b>
<b>DEPARTMENT:</b> <b>Parliamentary Service</b>	<b>DESIGNATION/CLASSIFICATION:</b> <b>Salary &amp; Remuneration Officer, NP09</b>
<b>DIVISION:</b> <b>Corporate and Support Service</b>	<b>LOCAL DESIGNATION:</b> <b>Salary &amp; Remuneration Officer</b>
<b>BRANCH:</b> <b>Human Resource</b>	<b>REPORTING TO:</b> <b>Director Human Resource</b>
<b>LOCATION:</b> <b>Parliament House, Waigani, NCD</b>	<b>INCUMBENT:</b>

**HISTORY OF POSITION**

<b>NP FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
ORG: 1-14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2-18	24/09/18	Abolished/Created

*Handwritten signature and date: 12/03/19*

**2. PURPOSE:**

Pays employees by calculating pay and deductions; issuing cheques.

**3. DIMENSION:**

**Budget:** Not applicable

**Staff:** Not applicable

**Others:** Not applicable

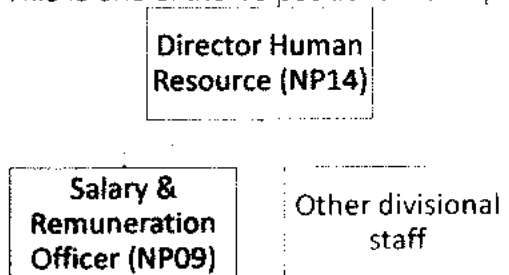
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Compiles payroll data, and enters data or computes and posts wages, and reconciles errors, to maintain payroll records, using computer or calculator;
- Compiles payroll data, such as hours worked, taxes, insurance, and superfund dues to be withheld, and employee identification number, from time sheets and other records.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions, using calculator, and posts to payroll records.
- Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
- Records data concerning transfer of employees between Divisions.
- Prepare periodic reports of earnings, taxes, and deductions.
- Keep records of leave pay and non-taxable wages.
- Maintains payroll information by collecting, calculating, and entering data. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Contributes to team effort by accomplishing related results as needed.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 18 positions that report directly to the Director Human Resource



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### 5.2 Internal:

- Attend to staff of the Parliamentary Service on matters relating to pay queries
- Provide regular advice to the Human Resource Manager on all payroll issues
- Liaise with Human Resource Manager on matters of interest and importance referred by staff for investigation on matters relating to staff pay

### 5.3 External:

- In consultation with the Director Human Resource liaise with appropriate training institutions and other Government organizations on matters related to Government policies regulations on pay structure.

### 5.4 Work Environment:

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

#### Decisions:

- NA

#### Recommendations:

- Appropriate pay related advise to the staff of the Parliamentary Service in liaison with the Director Human Resource

### 5.6 Challenges

- Providing accurate pay calculations to staff of the National Parliament

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A diploma in Accounting, Business Studies or related field and other experiences as may be accepted by the Clerk of Parliament.

### 6.2 Experience

- 3-5 years related experience in a computerized accounting environment preferably within a payroll function.

**6.3 Knowledge**

- Conversant in work related to delivery of payroll services Knowledge of multi-state payroll.
- Knowledge of wage withholding orders and garnishments.
- Working knowledge of Excel.
- Familiar with performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving pay related service to Parliamentary Service and the National Parliament

**6.4 Skills**

- Excellent verbal and written communication, and reasoning skills
- Proven ability to utilize and develop computerized spreadsheets and word-processing applications.
- Excellent client service skills.
- Ability to develop and maintain cooperative working relationships.
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines related to payroll matters
- 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

*[Handwritten signature]*  
28/03/15



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>HRM 014</b>
DIVISION: <b>Corporate and Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Tax Reconciliation Officer, NP09</b>
BRANCH: <b>Human Resource</b>	LOCAL DESIGNATION: <b>Tax Reconciliation Officer</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Human Resource</b>
	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

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**2. PURPOSE:**

Responsible for Tax transaction and POSF payments for the Parliamentary Service Staff are processed, calculated, reconciled and updated fortnightly, monthly and annually and timely payment made to Internal Revenue Commission and POSF

**3. DIMENSION:**

**Budget:** Not applicable  
**Staff:** Not applicable  
**Others:** Not applicable

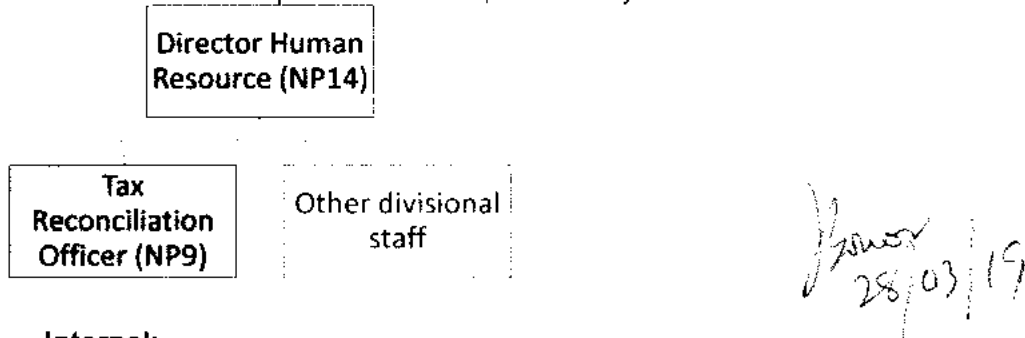
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Effective management of Tax and POSF contributions for the staff of Parliamentary Service.
- Ensure the Tax and POSF payments are executed on timely manner to avoid default and quires from appropriate organisations
- Undertake Tax reconciliation program for the Parliament Staff
- Undertake timely payment of tax to Internal Revenue Commission
- Ensure all tax claims are in line with Tax requirements and report tax anomalies to management.
- Consult Internal Revenue to improve tax management of Parliamentary Service
- Ensure POSF payment of the staff is timely disperse to POSF and ensure all records are maintained
- Calculate taxes for all annual statements of earnings
- Lodgement of remittance of all employees
- Reconciliation of all cheques paid out from Parliamentary services
- Ensure making reconciliation of statements

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 18 positions that report directly to the Director Human Resource



**5.2 Internal:**

- Attend to staff of the Parliamentary Service on matters relating to tax and super fund entry queries
- Liaise with Human Resource Manager on matters of interest and importance on matters relating to data inputting of Parliamentary Staff personnel.

**5.3 External:**

- NA

**5.4 Work Environment:**

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies
- Tax laws and Regulations.

**Decisions:**

- NA

**Recommendations:**

- NA

**5.6 Challenges**

- Providing accurate taxation data entry information of the staff of the Parliamentary Service to IRC and Super Funds

**6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

**6.1 Qualification**

- A Diploma in Accounting or Business Study and other experiences as may be accepted by the Clerk of Parliament.

**6.2 Experience**

- 3-5 years related experience in taxation related work in a government or private organization
- Wide experience in handling taxes and remittances by Group employers and reconciliation of Bank statements.

**6.3 Knowledge**

- Conversant with office administration and use of computers.
- Conversant with preparing, verifying and processing data from reports
- Working knowledge of Excel.
- Excellent understanding and calculation of all taxes.
- Lodgment of remittance by Group employers

6.4 Skills

- Excellent verbal and written communication, and reasoning skills
- Proven ability to utilize and develop computerized spreadsheets and word-processing applications.
- Ability to develop and maintain cooperative working relationships.
- 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 .....

*[Handwritten Signature]*  
26/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

**1. IDENTIFICATION:**

DEPARTMENT: <b>Parliamentary Service</b>	POSITION NUMBER: <b>HRM 016</b>
DIVISION: <b>Corporate and Support Service</b>	DESIGNATION/CLASSIFICATION: <b>Principal Advisor – OC &amp;M, NP12</b>
BRANCH: <b>Human Resource</b>	LOCAL DESIGNATION: <b>Principal Advisor – Organization Change &amp; Management (OCM)</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	REPORTING TO: <b>Director Human Resource</b>
	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

*Howe*  
*28/03/19*

**2. PURPOSE:**

This position focuses on the people side of change, including changes to business processes, systems and technology, job roles and organization structure of the Parliamentary Service.

**3. DIMENSION:**

**Budget:** Not applicable

**Staff:** 3 Direct subordinates

**Others:** Other staff of the Parliamentary Service relating to organizational changes

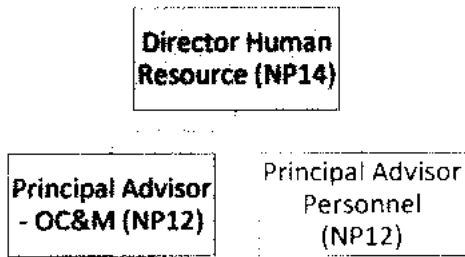
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Develop and contribute to the implementation of annual Divisional strategic and operational plan and report on achievement of performance targets.
- Complete change management assessments, identify and manage anticipated changes in the organization
- Consult Director Human Resource to identify, analyze and prepare risk mitigation tactics relating to personnel in the organization
- Create actionable deliverables for the five change management levers: communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan
- Support organizational design and definition of roles and responsibilities
- Evaluate and ensure user readiness
- Define and measure success metrics and monitor change progress and support change management at the organizational level
- Build credibility of the change management function within the organization.
- Craft vision, strategic plan, structure and brand for change management within an organization and develop supportive relationship with personnel in the Parliamentary Service.
- Manage the change the process of helping individuals in the organization to transit from the current state to the desired state when required
- Provide input, document requirements and support the design and delivery of training programs.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 2 positions that report directly to the Director Human Resource



### 5.2 Internal:

- Provide regular advice to the Human Resource Manager for all personal matters relating to change in organization systems and structure.

### 5.3 External:

- NA

### 5.4 Work Environment:

The focus of this function is to work in a team-oriented and independent environment that is time sensitive maintaining confidentiality that is mandatory.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

#### Decisions:

- NA

#### Recommendations:

- NA

### 5.6 Challenges

- Providing accurate personal data entry information of the staff of the Parliamentary Service

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Social Sciences related field or Public Policy Management or other experiences as may be accepted by the Clerk of Parliament.

### 6.2 Experience

- 5-10 years of experience of Organizational Change Management or related Human resource related work experience.

### 6.3 Knowledge

- Conversant in with managing organizational and people side of change
- Familiar with performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving personnel service to Parliamentary Service.
- Conversant with organizational change management to manage effects of new business processes and changes in organizational structure.



**6.4 Skills**

- A solid understanding of how people go through a change and the change process
- Experience and knowledge of change management principles, methodologies and tools
- Exceptional communication skills, both written and verbal
- Excellent active listening skills
- Ability to establish and maintain strong relationships
- Ability to influence others and move toward a common vision or goal
- Problem solving and root cause identification skills
- Able to work effectively at all levels in an organization
- Must be a team player and able to work collaboratively with and through others
- Acute business acumen and understanding of organizational issues and challenges
- Experience with large-scale organizational change efforts
- 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 .....

Handwritten date: 29/03/19



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	<b>POSITION NUMBER:</b> HRM 017
<b>DEPARTMENT:</b> Parliamentary Service	<b>DESIGNATION/CLASSIFICATION:</b> Organizational & Performance Management Officer, NP10
<b>DIVISION:</b> Corporate and Support Service	<b>LOCAL DESIGNATION:</b> Organizational & Performance Management Officer
<b>BRANCH:</b> Human Resource	<b>REPORTING TO:</b> Director Human Resource
<b>LOCATION:</b> Parliament House, Waigani, NCD	<b>INCUMBENT:</b> <i>Boua</i> 28/03/19

**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:**

This position focuses on the people side of change, including performance changes to business processes, systems and technology, and job roles in the organization structure

**3. DIMENSION:**

**Budget:** Not applicable

**Staff:** 3 Direct subordinates

**Others:** Other staff of the Parliamentary Service relating to organizational changes

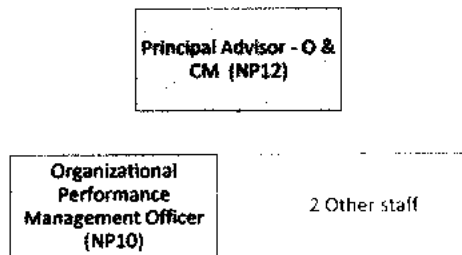
**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Develop strategies to manage performance of individuals in the organization and provide annual operational plan and report on achievement of performance targets.
- Complete performance assessments, identify and manage anticipated changes in the organization
- Consult Director Human Resource to identify, analyze and prepare risk mitigation tactics relating to performances of staff in the organization
- Evaluate and ensure user readiness of individuals in performing the required duties
- Define and measure success metrics and monitor performance progress and support change management at the organizational level
- Manage the performance process of helping individuals in the organization to transit from the current state to the desired state when required
- Provide input, document requirements and support the design and delivery of training programs to enhance quality performance output.

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 3 positions that report directly to the Principal Advisor – Organizational and Change Management



*Handwritten signature and date: 28/03/19*

### 5.2 Internal:

- Provide regular advice to the Director Human Resource for all matters relating to staff performance and change in the organization systems and structure.

### 5.3 External:

- NA

### 5.4 Work Environment:

The focus of this function is to work towards performance satisfaction culture that supports individuals develop personal brand through learning opportunities, professional experiences, collaboration and personal well-being.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

#### Decisions:

- NA

#### Recommendations:

- NA

### 5.6 Challenges

- Use data-driven solutions to address staff performance and monitor factors affecting the organization's ability to reach its strategic objectives.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Social Sciences related field or Public Policy Management or other experiences as may be accepted by the Clerk of Parliament.

### 6.2 Experience

- 3-5 years of experience of Organizational Performance Management or related Human resource related work experience.





**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	<b>POSITION NUMBER:</b> HRM 018
<b>DEPARTMENT:</b> Parliamentary Service	<b>DESIGNATION/CLASSIFICATION:</b> Hiring and Contract Officer, NP10
<b>DIVISION:</b> Corporate and Support Service	<b>LOCAL DESIGNATION:</b> Hiring and Contract Officer
<b>BRANCH:</b> Human Resource	<b>REPORTING TO:</b> Principal Advisor O & CM
<b>LOCATION:</b> Parliament House, Waigani, NCD	<b>INCUMBENT:</b>

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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:**

This position focuses on the people side of change, including performance changes to business processes, systems and technology, and job roles in the organization structure

**3. DIMENSION:**

- Budget:** Not applicable
- Staff:** 3 Direct subordinates
- Others:** Other staff of the Parliamentary Service relating to organizational changes

**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

- Develop strategies to manage performance of individuals in the organization and provide annual operational plan and report on achievement of performance targets.
- Complete performance assessments, identify and manage anticipated changes in the organization
- Consult Director Human Resource to Identify, analyze and prepare risk mitigation tactics relating to performances of staff in the organization
- Evaluate and ensure user readiness of individuals in performing the required duties
- Define and measure success metrics and monitor performance progress and support change management at the organizational level
- Manage the performance process of helping individuals in the organization to transit from the current state to the desired state when required
- Provide input, document requirements and support the design and delivery of training programs to enhance quality performance output.

**5. NATURE AND SCOPE:**

**5.1 Reporting Relationship**

This is one of the 3 positions that report directly to the Principal Advisor – Organizational and Change Management

Principal Advisor  
- O & CM  
(NP12)

Hiring &  
contract Officer  
(NP10)

2 Other staff

Howe  
28/03/19

**5.2 Internal:**

- Provide regular advice to the Director Human Resource for all matters relating to staff performance and change in the organization systems and structure.

**5.3 External:**

- NA

**5.4 Work Environment:**

The focus of this function is to work towards performance satisfaction culture that supports individuals develop personal brand through learning opportunities, professional experiences, collaboration and personal well-being.

**5.5 Constraints Framework and Boundaries**

**Rules/Procedures etc:**

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act, relevant statutory provisions and Government policies

**Decisions:**

- NA

**Recommendations:**

- NA

**5.6 Challenges**

- Use data-driven solutions to address staff performance and monitor factors affecting the organization's ability to reach its strategic objectives.

**6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**

**6.1 Qualification**

- Degree in Social Sciences related field or Public Policy Management or other experiences as may be accepted by the Clerk of Parliament.

**6.2 Experience**

- 3-5 years of experience of Organizational Performance Management or related Human resource related work experience.

**6.3 Knowledge**

- Conversant in with managing organizational and people side of change
- Familiar with performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving personnel service to Parliamentary Service.
- Conversant with organizational change management to manage effects of new business processes and changes in organizational structure.

**6.4 Skills**

- A solid understanding of performance indicators and work outputs in an organization that revolves around change and the change process
- Experience and knowledge of organizational performance principles, methodologies and tools
- Exceptional communication skills, both written and verbal
- Excellent active listening skills
- Ability to establish and maintain strong relationships
- Ability to influence others and move toward a common vision or goal
- Problem solving and root cause identification skills
- Able to work effectively at all levels in an organization
- Must be a team player and able to work collaboratively with and through others
- Experience with large-scale organizational performance change and work output
- 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)

.....  
Date

.....  
Signature  
Employee

.....  
Date

*[Handwritten signature]*  
*[Handwritten date]*



**PARLIAMENTARY SERVICE  
JOB DESCRIPTION**

<b>1. IDENTIFICATION:</b>	<b>POSITION NUMBER:</b> HRM 019
<b>DEPARTMENT:</b> Parliamentary Service	<b>DESIGNATION/CLASSIFICATION:</b> Learning & Training Officer, NP10
<b>DIVISION:</b> Corporate and Support Service	<b>LOCAL DESIGNATION:</b> Learning & Training Officer
<b>BRANCH:</b> Human Resource	<b>REPORTING TO:</b> Principal Advisor O & CM
<b>LOCATION:</b> Parliament House, Waigani, NCD	<b>INCUMBENT:</b>

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

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28/03/19

**2. PURPOSE:**

This position focuses on the development and administering of training programs that are competency-based training for employees in the Parliamentary Service.

**3. DIMENSION:**

**Budget:** NA  
**Staff:** NA  
**Others:** NA

**4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)**

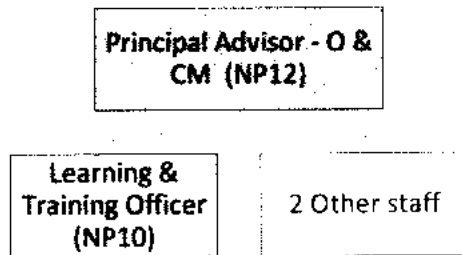
- The Learning & Training Officer reports to the Principal Advisor, O&CM. The incumbent is required to liaise with staff of the Parliamentary Service and contribute to the development and implementation of learning programs and projects to support the strategic objectives of the Service.
- Development of Training Policy, Training Management Plan, TNA and management of Parliament Service Training Committee.
- Contribute to the implementation of a Training Plan, including development and implementation of a training needs analysis based on the future capability needs of Parliamentary Service.
- Source and coordinate appropriate short-term training opportunities for staff based on Parliamentary Service priorities.
- Contribute to the coordination of long-term training opportunities in line with PNG Vision 2050 priorities and Parliamentary Service capacity development needs.
- Contribute to the preparation of training bids to the Department of Personnel Management and coordinate their programs on behalf of the Parliamentary Service.
- Coordinate recognition of Prior Learning processes with a Registered Training Organization to facilitate achievement of qualifications for staff.
- Contribute to and support the administrative affairs of internal committees such as the Training Committee and other such functions as required under the Parliamentary Service. *Public Service (Management) Act* and the *PS General Orders*.
- Maintain staff training records for each staff member.
- Contribute to the development of policies and procedures to support training management and administration.
- Provide and facilitate the development of skills and knowledge of individuals in the organization
- Develop training manuals, present in-house training sessions and monitor training for effectiveness.
- Determine training needs and review existing training materials for appropriateness and relevance



## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This is one of the 3 positions that report directly to the Principal Advisor – Organizational and Change Management



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### 5.2 Internal:

- Provide regular advice to the Director Human Resource for all matters relating to staff training of personnel in the organization

### 5.3 External:

- NA

### 5.4 Work Environment:

The focus of this function is training of individuals to accommodate changing needs of the Organization at workplace to ensure performance satisfaction culture.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Adhering to delivery of services within PFMA, PSGO, Parliamentary Service Act, National Training Council Act. relevant statutory provisions and Government policies

#### Decisions:

- NA

#### Recommendations:

- NA

### 5.6 Challenges

- Use data-driven solutions to address staff training needs during transition processes and monitor factors affecting the learning and training needs of the organization.

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Degree in Social Sciences related field or Public Policy Management or other experiences as may be accepted by the Clerk of Parliament.

### 6.2 Experience

- 3-5 years of experience of learning and training in government or private organizations or Human resource related work experience.
- Experience with large-scale organizational performance change and work output and training

### 6.3 Knowledge

- Conversant in with managing organizational and people side of change
- Familiar with performance improvement concepts and the ability to participate in developing and implementing strategies to address opportunities for improving personnel service to Parliamentary Service.
- Conversant with organizational change management to manage effects of new business processes and changes in organizational structure.
- Conversant with the organization's objectives and the processes required to make links between the business units of the organization.

### 6.4 Skills

- A solid understanding of training indicators and work outputs in an organization that revolves around change and the change process
- Experience and knowledge of organizational learning and training principles, methodologies and tools
- Exceptional communication skills, both written and verbal
- Ability to establish and maintain strong relationships
- Problem solving and root cause identification skills
- Able to work effectively at all levels in an organization
- Must be a team player and able to work collaboratively with and through others
- 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)

.....  
Date

.....  
Signature  
Employee

.....  
Date