



## PARLIAMENTARY SERVICE JOB DESCRIPTION

1. IDENTIFICATION	POSITION NUMBER: <b>MES 001</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Director - Members Emolument Services, NP13</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Director – Members Emolument Services</b>
BRANCH: <b>Members Emolument Services</b>	REPORTING TO: <b>Executive Director – Corporate &amp; Support Services</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

### 2. PURPOSE:

To undertake overall managerial responsibilities in the running and controlling of the daily functions of the Office of Members' Emolument Services. Ensure that Member and their Staff queries in terms of their salary and other pay entitlements are swiftly and properly attended to. Maintain proper and continuous dialogue with Members of Parliament and their Staff for a good working relationship and good governance.

### 3. DIMENSION:

**Budget:** NA

**Staff:** 5

**Others:** Managing 111 Members of Parliament and their personal staff

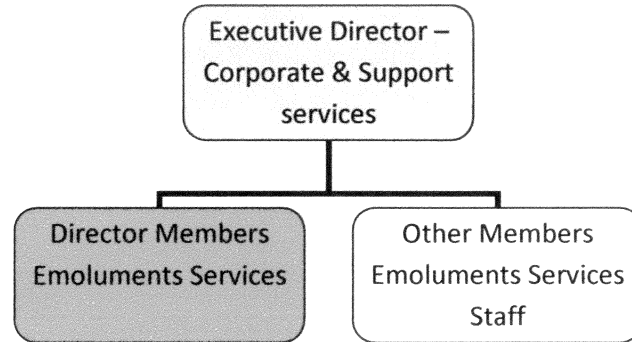
### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Keep workable systems running
- Regular status updates to superiors including the Secretary Parliamentary Services and the Clerk of Parliament.
- Appropriate responses to Members on matters affecting policy issues.
- Report to management on matters of interest affecting members and their salaries.
- Advice exiting Members of Parliament and their benefits.
- Interact with SRC on matters affecting former Prime Ministers
- Interact with RBF on matters affecting member contributions to RBF

## 5. NATURE AND SCOPE

### 5.1 Reporting Relationship

- Reports directly to the Executive Director – Corporate & Support Services. And occasional call ups by Clerk of Parliament for matters that need his attention and/or for his information. Also interacts with other Divisional Managers on managerial issues affecting Member Emolument Services Division.



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28/03/19

### 5.2 Internal:

- Daily interaction with staff.
- Regular communication with immediate Manager – Secretary Parliamentary Services.
- Occasional communication with Clerk of Parliament on matters affecting Members of Parliament and their Staff upon his request.
- CFO regarding funding issues

### External:

- Members of Parliament regarding their salary and Allowances and other entitlements.
- Staff of members of Parliament regarding their salary and allowances and other entitlements.
- Banks regarding member Advances and salary Account matters
- Department of Treasury regarding funding matters

### Work Environment

- Normal office protocols with high public relations towards Members of Parliament and their Staff. High level of professional conduct in the execution of duties and responsibilities.

### 5.3. Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Knowledge of all relevant Acts governing the administering of Salary and wages for Members of Parliament and their Staff namely Parliamentary Services Act, Part of Constitution governing the SRC Determination Act, SRC Determination, Official Personal Staff Act and Determination, RBF Act, Parliamentary Members Personal Staff Act and other related acts

#### Decisions:

- Member Salaries/Advances/Medicare
- Member and their Staff other queries
- Execution of pay out for Members of Parliament on exit

- Execution of Pay out for Staff terminations

**Recommendations:**

- NA

**5.4 Challenges**

- Funding issues
- Unimproved ad hock loose Systems

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

**6.1 Qualification**

- Degree in Accounting or Business Management or other equivalent Tertiary education as may be acceptable to National Parliament.

**6.2 Experience**

- Minimum of 5 - 10 year's managerial and supervisory experience.

**6.3 Knowledge**

- Sound knowledge of the Parliamentary Services Act and SRC Act, SRC Determination, Official Personal Staff Act, RBF Act and other related Acts.
- Sound knowledge of office management and administration

**6.4 Skills**

- Computer skills
- Communication skills
- Analytical Skills
- Management Skills

**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.

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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



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

	POSITION NUMBER: <b>MES 003</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Senior Emoluments Officer, NP11</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Senior Emolument Officer</b>
BRANCH: <b>Members Emolument Services</b>	REPORTING TO: <b>Director – Members Emolument Services</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT: <i>[Signature]</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	Reclass/ JD Revised

### 2. PURPOSE:

- To supervise and ensure the functions of both the Members and Staff payrolls are processed timely and correctly on pay due dates. Ensure that both the Members and their Staff queries in regards to their salary and other pay entitlements are swiftly and properly attended to. Provide status reports to Manager MES on payroll matters. Attend to correspondences and maintain proper and continuous dialogue with Members of Parliament and their Staff in regards to their personnel issues.

### 3. DIMENSION:

**Budget:** NA

**Staff:** 3

**Others:** Managing 111 Members of Parliament and their personal staff

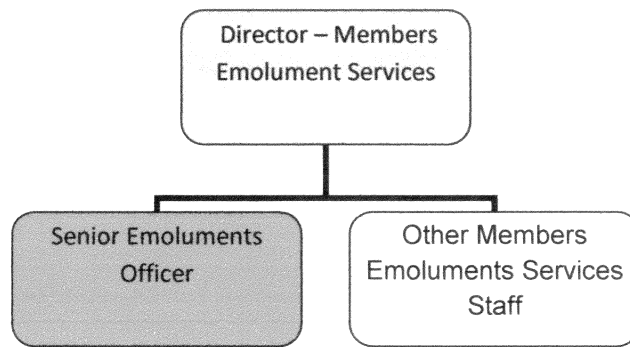
### 4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Keep up-to-date record keeping systems.
- Regular status updates to Manager MES.
- Progressive Reports to Recipients of those making queries.
- Report to management on matters of interest affecting members and their salaries.
- Advice exiting Members of Parliament and their benefits

### 5. Nature and Scope:

#### 5.1 Reporting Relationship

- Reports directly to the Director – Members Emolument Services. Interacts with junior Officers on general office administrative matters.



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### 5.2 Internal:

- Daily interaction with Director – MES
- Daily interaction with staff.
- Occasional communication with Clerk of Parliament on matters affecting Members of Parliament and their Staff upon his request.
- CFO regarding funding issues

### External:

- Members of Parliament regarding their salary and Allowances and other entitlements.
- Staff of members of Parliament regarding their salary and allowances and other entitlements.
- Banks regarding member Advances and salary Account matters
- Department of Treasury regarding funding matters

### Work Environment

- Normal office protocols with high public relations towards Members of Parliament and their Staff. High level of office protocols and professional conduct in the execution of duties and responsibilities.

### 5.3. Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Need to have Knowledge of all various Acts governing the administering of Salary and wages for Members of Parliament and their Staff including: Parliamentary Services Act, Part of Constitution governing the SRC Determination Act, SRC Determination, Official Personal Staff Act, RBF Act and other related acts

#### Decisions:

- Execution of Payment of Members' Salaries/Advances/Medicare
- Execution of Staff salary queries
- Execution of pay outs for members of Parliament on exit
- Execution of Staff Hire and Fire instructions

#### Recommendations:

- As and when necessary

### 5.4 Challenges

- Funding issues
- Unimproved ad hoc loose Systems

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- Diploma in Accounting or Business Management or other equivalent Tertiary education as may be acceptable to National Parliament.
- Payroll management

### 6.2 Experience

- Minimum of 5 - 10 year's managerial and supervisory experience.
- Minimum of 5 – 10 year's Payroll experience

### 6.3 Knowledge

- Excellent knowledge of the Parliamentary Services Act and SRC Act, SRC Determination, Personal Staff Act, RBF Act and other related Acts.
- Sound knowledge of office management and administration

### 6.4 Skills

- Computer skills
- Communication skills
- Analytical skills

*Done*  
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.

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Employer (or its delegate)

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