



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: LS 003
DIVISION: Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION: Deputy Parliament Librarian, NP11
BRANCH: Parliamentary Library Service	LOCAL DESIGNATION: Deputy Parliament Librarian
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Parliamentary Librarian
	INCUMBENT: <i>28/03/19</i>

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

2. PURPOSE:

Responsible for assisting the Parliamentary Librarian in the management of library personnel, equipment and library materials for the purpose of supporting the information requirements and work of the Parliament

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

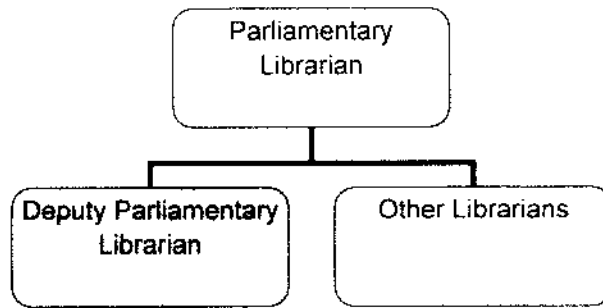
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Effective monitoring of library staff work performance and staff development and training needs
- Effective and efficient operations of the Technical Services of the Parliamentary Library
- Responsible for selection, acquisition, and cataloguing of library materials
- Provides direct oversight on Library Readers Services and Research matters and reports to the Parliamentary Librarian
- Assist the Parliamentary Librarian formulate and maintain policies and procedures pertaining to Technical Services work of the Library
- Ensure the preparation and publication of Library Accessions list
- Act as head of Library in the absence of the Parliamentary Librarian
- Perform other duties as directed by Parliament Services Management from time to time

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This position reports directly to the Parliamentary Librarian. The incumbent assist the Parliamentary Librarian in the day-to-day management of library and information resources necessary for the work of parliament.



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5.2 Internal:

The Deputy Parliamentary Librarian reports to the Parliamentary Librarian concentrating more on the staffing matters of library personnel. He/she also provides direct oversight to Readers Services and Research operations of the Library. The Deputy Librarian acts as Parliamentary Librarian in his/her absence.

5.3 External:

The Deputy Parliamentary Librarian liaises with information and library resource vendors and providers for materials necessary for the work of parliament. The incumbent also maintains working relations with librarians from outside of the Parliamentary Service for information sharing.

5.4 Work Environment

This is a specialist position and requires long hours work associated with the sittings of Parliament and being available to provide highly qualified information for Members of Parliament and Staff, and being able to work long hours.

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Library ethics
- Understand Parliamentary Services Act
- Understanding Parliament information and publications work flows and processes

Decisions:

- NA

Recommendations:

- NA

5.6 Challenges

Provide timely information to MPs and Staff
Meet deadlines for Research Papers etc.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Minimum of a Degree in Library Science and Information technology or a Degree in a related discipline.
- A Masters Degree in Library and Information Science is desirable.

6.2 Experience

The incumbent must have at least 5 - 10 years work experience in a library with 5 years at supervisory/managerial level

6.3 Knowledge

The Deputy Parliamentary Librarian must have a thorough working knowledge of all library work processes. The incumbent must have a good knowledge of public services procedures, and the book/media trade

6.4 Skills

Command good communication skills to be able to provide clear advice to the Parliamentary Librarian and library users as well as despatch well-constructed directives to subordinate library staff
Provide good leadership to assist the Parliamentary Librarian head a team of competent library staff
Be proactive in the procurement of information materials and services needed to assist in the work of parliament.

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

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**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: LS 012
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Switchboard Operator, NP07
DIVISION: Parliamentary Corporate & Support Service	LOCAL DESIGNATION: Switchboard Operator
BRANCH: Parliamentary Library Service	REPORTING TO: Deputy Parliamentary Librarian
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>[Handwritten signature]</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	Reclass /JD Revised

2. PURPOSE:

Responsible for operations of the Parliament Switchboard

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

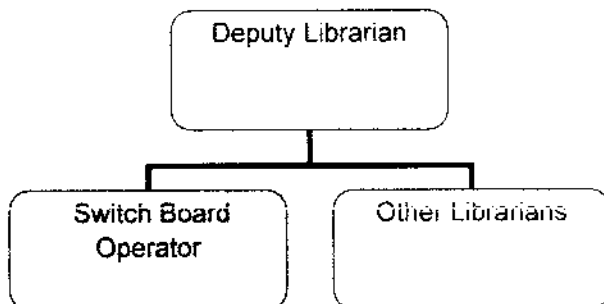
4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Answer incoming and outgoing telephone calls
- Log all calls and compile statistics.
- Assists the Sargent-At-Arms Office compile and update the Internal Telephone directory.
- Report telecommunication faults/problems to relevant authority for maintenance.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

The incumbent reports directly to the Parliamentary Librarian. He/She ensures that the switchboard is manned at all times.



5.2 Internal:

The switchboard operator is in contact with all Parliament Service staff, Members of Parliament and Members Electoral staff in the Parliament Building. He/She works in collaboration with the Building Manager to ensure smooth operations of switchboard equipment and with the Sargent-At-Arms to ensure Parliament Internal Telephone directory is updated at all times.

External:

The switchboard operator is required to liaise with telecommunications vendors on matters relating to switchboard equipment and licenses from time to time.

Work Environment

This is a senior position and requires long hours work associated with the sittings of Parliament and being available to provide highly qualified information for Members of Parliament and Staff, and being able to work long hours.

5.3. Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Library ethics
- Understand Parliamentary Services Act
- Understanding Standing Orders

Decisions:

- NA

Recommendations:

- NA

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5.4 Challenges

- Provide telecommunications connectivity to patrons of the Parliament Building
- Refer external telephone queries efficiently
- Managing front desk

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

- Certificate in office administration

6.2 Experience

- 3 – 5 years

6.3 Knowledge

- Must possess basic computer literacy.

6.4 Skills

- Command good communication skills – both oral and written
- Courteous telephone manners

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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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

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**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION

DEPARTMENT: Parliamentary Service	POSITION NUMBER: LS 013
DIVISION: Parliamentary Corporate & Support Service	DESIGNATION/CLASSIFICATION: Manager – Records Management, NP11
BRANCH: Parliamentary Library Service	LOCAL DESIGNATION: Manager – Records Management
LOCATION: Parliament House, Waigani, NCD	REPORTING TO: Parliamentary Librarian
	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	Created

2. PURPOSE:

To maintain an accurate filing system for the Parliament and archived all information for use by the Members of Parliament and others.

3. DIMENSION:

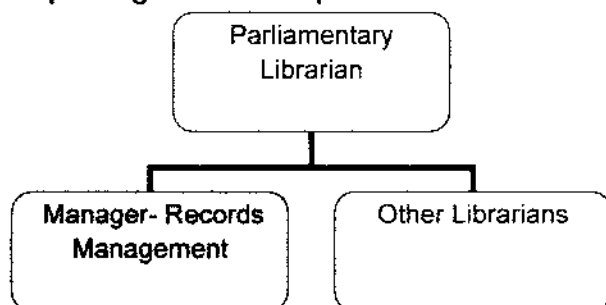
Budget: NA
Staff: 1
Others: Work closely with other Librarians

4. PRINCIPAL ACCOUNTABILITIES (MAJOR DUTIES)

- Responsibilities for functions of record keeping including: preparation, indexation, registration, distribution and retrieval of correspondences and achieving
- Maintain, track and update new files created and ensure filed away systematically
- Ensure availability of necessary copies of Bills, Statutory Instruments and Certificates and other information needed for the Members of Parliament and Parliament Sitings
- Ensure that an effective and productive liaison is maintained between Chamber Services and Parliamentary Legal Council
- Ensure regular circulation of running file
- Ensure draft copies of all statutory instruments and other legal documents, correspondences are archived and filed away.
- Other duties as directed by the Authority are effectively attended to

5. NATURE AND SCOPE:

5.1 Reporting Relationship



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5.2 Internal:

This position reports directly to the Parliament Librarian and liaises with other officers of the Library, senior executives and staff of Parliament

External:

The Manager – Records Management shall at all times maintain a productive working relationship with concerned personnel of other departments and agencies pertaining achieving of official statutory documents.

Work Environment

This position is located within Parliament House at the Waigani, It is a technical position and requires a specialist to work in such position for succinct record maintenance.

5.3. Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Library ethics particularly record keeping environment
- Understand Parliamentary Services Act
- Understanding Standing Orders

Decisions:

- NA

Recommendations:

- NA

5.4 Challenges

- Keeping accurate report and information for use when need arises

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

Minimum of a Degree in Library Science and record management or a Degree in a related discipline.

6.2 Experience

At least 3 – 5 years in a similar field in record keeping

6.3 Knowledge

Have attained sound knowledge of computer and how records are kept electronically is desirable

6.4 Skills

- Computer literate
- Good spoke English language
- Good reading and writing skills

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

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Date

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28/03/19



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: LS 014
DEPARTMENT: Parliamentary Service	DESIGNATION/CLASSIFICATION: Records Management Officer, NP09
DIVISION: Parliamentary Corporate & Support Service	LOCAL DESIGNATION: Records Management Officer
BRANCH: Parliamentary Library Service	REPORTING TO: Parliamentary Librarian
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

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28/03/19

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

2. PURPOSE:

Assist the Manage maintain an accurate filing system for the Parliament and archived all information for use by the Members of Parliament and others.

3. DIMENSION:

Budget: NA

Staff: NA

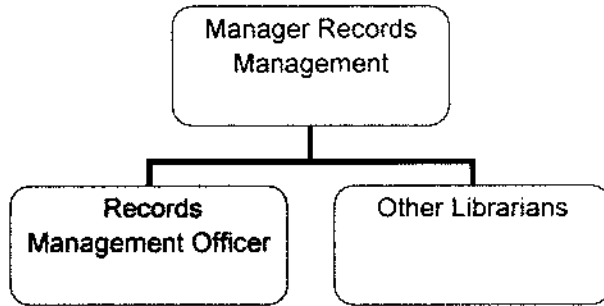
Others: Work closely with Library staff

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Responsibilities for functions of record keeping including; preparation, indexation, registration, distribution and retrieval of correspondences and achieving
- Maintain, track and update new files created and ensure filed away systematically
- Ensure availability of necessary copies of Bills, Statutory Instruments and Certificates and other information needed for the Members of Parliament and Parliament Sitings
- Ensure that an effective and productive liaison is maintained between Chamber Services and Parliamentary Legal Council
- Ensure regular circulation of running file
- Ensure draft copies of all statutory instruments and other legal documents, correspondences are archived and filed away.
- Other duties as directed by the Authority are effectively attended to

5. NATURE AND SCOPE:

5.1 Reporting Relationship



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5.2 Internal:

This position reports directly to the Manager – Records Management and liaises with other officers of the Library, and staff of Parliament

External:

The Records Management Officer shall at all times maintain a productive working relationship with concerned personnel of other departments and agencies pertaining to achieving of official statutory documents.

Work Environment

This position is located within Parliament House at the Waigani. It is a technical position and requires a specialist to work in such position for succinct record maintenance.

5.3. Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Library ethics particularly record keeping environment
- Understand Parliamentary Services Act
- Understanding Standing Orders

Decisions:

NA

Recommendations:

NA

5.4 Challenges

Keeping accurate record of all information

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

6.1 Qualification

Minimum of a Degree in Library Science and record management or a Degree in a related discipline

6.2 Experience

At least 3 – 5 experience in a similar work environment

6.3 Knowledge

Have attained sound knowledge of computer and how records are kept electronically is desirable

6.4 Skills

- Computer literate
- Good spoke English language
- Good reading and writing skills

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