



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 76	REF. NO: NEC 13
WING: Executive	DESIGNATION/CLASSIFICATION: Director - Gr.18	
SECRETARIAT: National Executive Council (NEC)	LOCAL DESIGNATION: Director - Statutory Liaisons & Parliamentary Services.	
BRANCH:	REPORTING TO: Director General	SYS. POS. NO: 64
SECTION: Statutory Liaisons & Parliamentary Services	LOCATION: Sir Manasupe Haus, Waigani	
		REF. NO: NEC 04

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno / JD Revised
Org: 01/2012	2/12/2012	

2. PURPOSE

Manage and coordinate parliamentary matters for Parliament and statutory matters for National Executive Council and liaise with all government agencies and other relevant organizations in regards to matters for tabling in Parliament and implementation of statutory instruments.

3. DIMENSIONS

Financial – Yes	Staff Supervised – 3	Others – Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Timely advice to Director General on parliamentary and statutory matters and instruments;
- Ensure all statutory business for NEC deliberations comply with established procedures and legislations.
- Ensure coordination of all Parliamentary activities for Government is achieved at Parliament.
- Ensure secure custody of records and information.

5. MAJOR DUTIES

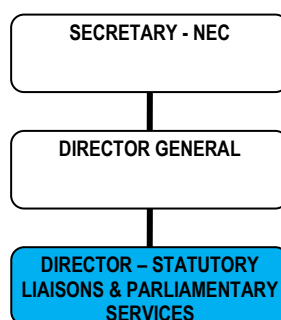
- 5.1 Manage and coordinate all statutory & parliamentary services functions and activities and ensure that the objectives, strategies and outcomes as outlined in the Annual and Corporate Plan are achieved.
- 5.2 Direct and coordinate the management of all statutory matters for NEC deliberation and liaise with all government agencies and other relevant organizations in regards to the implementation of the statutory instruments.
- 5.3 Screen statutory business papers for procedural and legislative compliance.
- 5.4 Prepare NEC advice to the Head of State where appropriate and liaise with Office of Legislative Counsel on statutory instruments.
- 5.5 Direct and coordinate execution of statutory other instruments of State by the Governor General and timely delivery of instruments to relevant recipients.

- 5.6 Coordinate gazettal of statutory instruments and other instruments of State and maintain a register of gazetted instruments.
- 5.7 Prepare and coordinate parliamentary business.
- 5.8 Report on the status of bills, legislations & operation of parliamentary committees.
- 5.9 Ensure all policy papers, ministerial statements, and reports are compiled with standard procedures of the parliamentary standing order procedures.
- 5.10 Assist coordinate legislation programs and cabinet decisions and prepare daily parliamentary programs and Information Paper for NEC on during each session.
- 5.11 Liaise with Ministers and Departmental Heads on parliamentary matters.
- 5.12 Maintain effective consultations with the Leader of Government Business.

6. NATURE AND SCOPE

The position is within the middle management level of the Department and reports directly to the Director General. The position advises the Secretary - NEC through the Director General on all activities of the Statutory Liaisons & Parliamentary Services Branch of the Secretariat. The position will report to the Secretary - NEC as and when required.

6.1 WORKING RELATIONSHIPS



(a) Internal

- Report to the Director General and liaises with Counsels from OLC, senior officers and staff of the department.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

(b) External

- Maintain consultation and contact with Department of Attorney General, Office of Governor General, Departmental Heads and relevant government agencies and Heads of Statutory Organisations.

6.2 WORK ENVIRONMENT

This position is located within Sir Manasupe Haus, Waigani. It plays an administrative role in ensuring all duties as required by the job are effectively carried out.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

- Prime Minister and National Executive Council Act
- NEC Decisions
- Parliamentary Standing Orders
- Medium Term Development Plans (MTDP2)
- PNG Vision 2050 Strategic Directives
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016

Decision

- Agree and set goals, targets and priorities of the Section.
- Set Secretariat operational policies and procedures
- Work study to change Secretariat procedures and processes as required for improved operation
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with Integrated Financial Management System (IFMS) and Public Finance (Management) Act.

Recommendations

- New policy and strategic proposals;
- Approval of the Department Corporate and Management Plans;
- Interventions to improve implementation of NEC Decisions and Government Policy coordination and monitoring;

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Secretariat and the Department;
- Maintain NEC matters confidentially and proactively with foresight.
- Work in Team to promote team dynamics and participation.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

The incumbent must have a minimum qualification of a Public Policy Management, Political Science and/or equivalent from a recognized institution. A master's degree would be an advantage.

(b) Knowledge: Must have knowledge of the following:-

- Parliamentary Standing Orders
- NEC procedures & Parliamentary processes
- PNG Vision 2050,
- Medium Term Development Strategies
- Systems of Government
- Public Service Management Act
- Public Service General Orders
- PM&NEC Act

(c) Skills - Ability to demonstrate the following skills at a high level:-

Ability to manage a team of specialists on records & information system.

Focus strategically. Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships. Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity. Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organizational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Negotiates persuasively. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

(d) **Experience**

Minimum of six (6) years work experience at a senior level in a similar field either in the public or private sector.