



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 671	REF. NO: OLC 20	
DIVISION: Executive	DESIGNATION/CLASSIFICATION: Publication Officer, Gr.12		
OFFICE: Office of Legislative Counsel	LOCAL DESIGNATION Publication Officer		
BRANCH:	REPORTING TO: Manager-Legislative Publishing	SYS. POS. NO: 67446	REF. NO: OLC 16
SECTION: Legislative Publishing	LOCATION: Manasupe House		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	08 th April 2016	Reno
Org. 1/2011	2 December 2011	

2. PURPOSE

To assist maintain, annotate regular updates on the PNG Constitution, National and Provincial Laws, Regulations, Rules and Proclamations.

3. DIMENSIONS

Financial - Nil	Staff Supervised -Nil	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure that all legislative records are efficiently updated and recorded, and
- Provide assistance on matters relating to records of legislation and access to information on the Laws of PNG.

5. MAJOR DUTIES

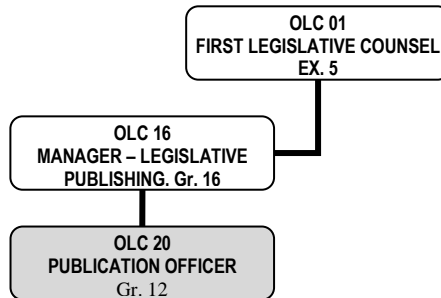
- 5.1 Maintain and update of register and indexes of Acts passed by the national Parliament and details of their certifications and commencement dates.
- 5.2 Maintain and update legislative records of all master copies of the Constitution, Organic Laws, Acts and Regulations.
- 5.3 Maintain an effective and organised filling of materials in the draftsman's working files of every law.
- 5.4 Prepare Alphabetical and Numerical Table for Acts passed by the National Parliament.
- 5.5 Prepare Alphabetical and Numerical Table for Statutory Instruments approved by the Governor-General.
- 5.6 Attend to queries relating to access to information on the Laws of PNG.
- 5.7 Assist the Senior Publication Officer maintain, annotate and consolidated amendments to principal Acts and regulations.
- 5.8 Assist the Senior Publication Officer compose and arrange legal manuscripts and filled accordingly.
- 5.9 Ensure provision of electronic and print copies of legislation to departments and the public in general when required.
- 5.10 Assist the Senior Publication Officer maintain a registry for copies of National Executive Council Submissions, Decisions on Statutory Instruments forwarded to First Legislative Counsel for execution.

6. NATURE AND SCOPE

The position provides the administrative support to the Office and reports directly to the Manager – Legislative Publishing.

The scope of the job is limited more within the Office of Legislative Counsel as this position assists in ensuring the records of legislations, etc for the Office are effectively managed at all times.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Manager – Legislative Publishing and liaises with other officers of OLC, senior executives and staff.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

(b) External

The incumbent shall at all time maintain a productive relationship with National Parliament Bills and Papers, Attorney-General and other departments, agencies and stakeholders.

6.2 WORK ENVIRONMENT

This position is located within Manasupe House at the Waigani Central Government Offices however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable. 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
- PNG Constitution
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016
- NEC Decisions
- Rules & Procedures of PNG National and Supreme Court.
- Medium Term Development Plans (MTDP2)
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives

Decision

- Agree and set goals, targets and priorities of the office;
- Set the Office's operational policies and procedures;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with IFMS and Public Finance (Management) Act.

Recommendations

- New legal policies and practices to counter potential lawsuits against the department;
- Approval of the Department Corporate and Management Plans;

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Department and Public Services;
- 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 Diploma in Public Administration, Management and/or equivalent from a recognised institution.

(b) Knowledge

Must have knowledge of the following:-

- Public Service Management Act
- Public Finance Management Act
- Public Service General Orders
- Public Service Code of Ethics
- Able to compose and arrange legal manuscripts
- Laws of PNG
- Legal Procedures

(c) Skills

Ability to demonstrate the following skills at a high level:-

- Prepare manuscript of annual volumes of PNG Laws
- Computer literate and familiar with Microsoft Office Software
- Communication and reporting skills

(d) Experience

Minimum of three (3) years relevant work experience in a similar field in the public or private sector.