DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. Identification:

	Position No: TSC.**076**
Division: **PROVINCIAL MATTERS**	**Designation/Classification:** **ASSISTANT DIRECTOR–MOMASE** GRADE: **17**
Branch: **PROVINCIAL MATTERS**	**Local Designation:** ASSISTANT DIRECTOR –**MOMASE**
Section: VARIOUS	**Reporting to:** DIRECTOR – **PROVINCIAL MATTERS** **Position No:** TSC.**045**
Location: **VULUPINDI HAUS, WAIGANI**	**Incumbent:**

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS

Teaching Service Commission Approval:		
Developed by:	*Signature:*	*Date:*
Endorsed by Commissioner Operations:	*Signature:*	*Date:*
Approved by Chairman:	*Signature:*	*Date:*

2. Position Purpose:

- Provide effective and efficient leadership and management service to the four (4) TSC Provincial Offices within the MOMASE Region
- To undertake investigations and submit reports and recommendations to the Commission through Director Provincial Matters on all matters affecting teachers in the MOMASE Region in order to provide efficient management of the Teaching Service.

3. Dimension:

Finance: Nil

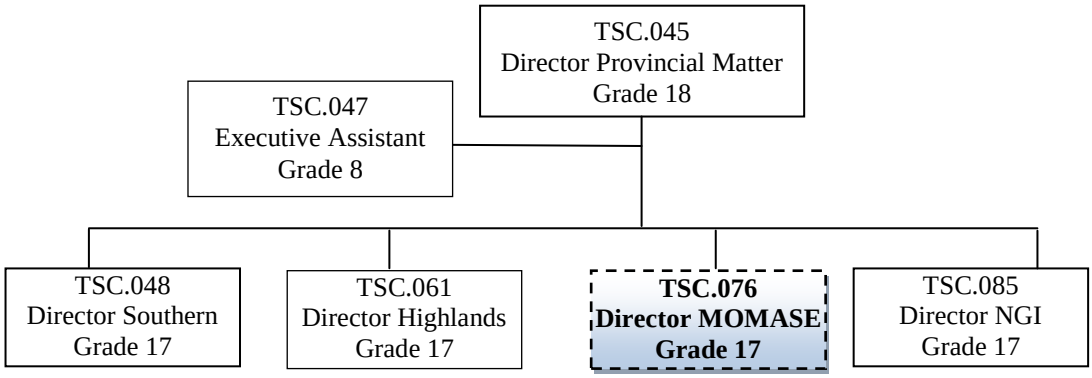
Staff: four (4)

Equipment:: 1 x computer set

4. Nature and Scope:

4.1 Reporting Relationships:

- This is one of the four (4) positions that report directly to the Executive Director- Provincial Matters as shown in the diagram.



4.2 Working Relationships:

Internal:
Consult with the Executive Director- Director Provincial Matters of the Commission and the Provincial TSC Advisors in the MOMASE Region

External:
Consult and liaise with the Provincial Education Advisors and Provincial Education Boards within the MOMASE Region.

4.3 Work Environment:

- Receive directions and instructions from the Executive Director- Director Provincial Matters and issue them to the Provincial TSC Advisors in the MOMASE Region to implement.
- In liaison with the Provincial Education Boards in the region, receive all matters requiring the Commission's actions and give advice or act as the delegate of the Commission.

4.4 Constraints Framework and Boundaries:

- Rules/Procedures: Work within and abide by the boundaries of the Teaching Service Act, Education Act, the Public Service Management Act and the Public Servants Financial management Act.
- Decisions: Make decisions for the smooth operation of the MOMASE Region Provincial TSC Office.
- Recommendations: Recommend changes and decisions on teacher matters to the MOMASE Region Offices to the Commission through the Executive Director- Director Provincial Matters.

4.5 Challenges:

- To provide an effective and efficient leadership and management approach to the four (4) Provincial TSC offices with the MOMASE Region
- To provide advisory services and be the Commission's in the MOMASE Region.

5. Qualification, Experience, Knowledge, Skills:

5.1 Qualification:

A Degree in Education, Public Administration and Management, A Master's Degree is desirable.

5.2 Experience:

- 5 years' work experience at management level or a similar role
- Be an Industrial advocate

5.3 Knowledge:

- Very knowledgeable with the terms and conditions of employment and welfare of teachers
- Knowledge with Teaching Service Act, Education Act, Industrial Laws
- TSC Appointment and Disciplinary processes and procedures and
- National Education System

5.4 Skills:

- Very good computer skills
- Leadership and management skills
- Very good oral and written communication skill
- Good Public Relations Skills
- Analytical and negotiation skills
- Teaching

6. Major Duties

6.1 Provide leadership and supervision of four (4) provincial TSC offices in the MOMASE Region.
6.2 Disseminate information, circulars and determinations to the Provincial TSC Office in the Region for implementation.
6.3 Coordinate and implement teacher Bio Data and Monthly Returns and conduct meetings termly for principals, managers and head teachers.
6.4 Coordinate and ensure Teacher Appointments and Disciplinary matters are investigated and deliberated in PEBs and advice the Commission
6.5 Review and develop policies for best practices
6.6 Conduct and compile staff performance appraisals for the provincial TSC Advisors in the Region.

7. Principal Accountabilities:

7.1 To carry out and to ensure implementations of Commission decisions, policies and directions are implemented in the MOMASE Region
7.2 Prepare regional reports on teacher management issues and provide advice and recommendations to the Commission
7.3 Liaise with Provincial Education Boards in the Region on any functional matters
7.4 Undertake investigations and advice the Commission of its findings submit reports and recommendations to the Commission on matters affecting teachers terms and conditions of employment in the Teaching Service.
7.5 Carry out investigations on any industrial matters and advise the Commission through Executive Director- Director Provincial Matters of its findings.
7.6 Advise and implement policy and procedures on:
    - Discipline matters
    - Leave matters
    - Appointments
    - Salaries, allowances and entitlement
7.7 Carry out other duties as directed by the Teaching Service Commission

(The above principal accountabilities provides a basis for the incumbent officer's annual staff appraisal)

STAMP OF APPPROVAL: