TEACHING SERVICE COMMISSION
APPROVED JOB DESCRIPTION
SIGNATURE:
DATE: 2 / 7 / 2018

DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. **Identification:**

	Position No: TSC.041
Division: OPERATION	**Designation/Classification:** ASSISTANT INFORMATION OFFICER, GRADE: 11
Branch: CORPORATE SERVICES	**Local Designation:** ASSISTANT INFORMATION OFFICER
Section: INFORMATION SYSTEM	**Reporting to:** INFORMATION OFFICER **Position No:** TSC.040
Location: HEADQUARTERS – FINCORP HAUS	**Incumbent:**

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
ORG: 09/01	11/08/1994	RECLASS. RENO
PD: 20/99	19/04/1999	NO CHANGE
IMPL: 6-2-24	15/08/2007	CREATE
SCMC/-1-14/TSC/ek	19/08/2015	RENUMBERED

2. **Position Purpose:**
   - Input all statistical data and information into the Commission's data base as presented by the Data Research Officer and the Information Officer.

3. **Dimension:**
   - Finance: Nil
   - Staff: Nil
   - Equipment: 1 X Desk Top Computer

4. **Principal Accountabilities:**

4.1 Responsible to collect all action correspondences from action officers and input them into the Commission's data base.

4.2 Responsible to receive and Input the data from the Monthly Staff Returns into the database.

4.3 Accountable to assist in gathering of teachers' bio data and accurately input into the Commission Database.

4.4 Responsible to assist to provide statistics on number of teachers, positions and approved ceilings in provinces, teachers on various leaves and relevant other teacher data for the Commission.

4.5 Ensure effective and efficient assistance to provide relevant statistical information and analytical data required for the Commission's Annual Reports.

4.6 Responsible to assist with counter service in attendance to teachers' queries on counter days.

5. **Major Duties**

5.1 Receive all action correspondences from action officers and input them into the Commission's data base.

e.g.: Copy of approved Leave Without Pay, Sick Leave, Leave to serve under other Act, Study Leave, Furlough Leave, Resignation to contest election, Maternity Leave, Normal Retirement, Retirement Infirmity, Resignation, Retrenchment, Death of a Member, Suspension of Teachers and all approved allowance and entitlements.

5.2 Receive, register and Input the data from the Monthly Staff Returns into the database.

5.3 Assist in the gathering and dissemination of teacher bio data for input into the Commission's database.

5.4 Assist to provide statistics on number of teachers, positions and approved ceilings in provinces, teachers on various leaves and relevant other teacher data for the Commission's use.

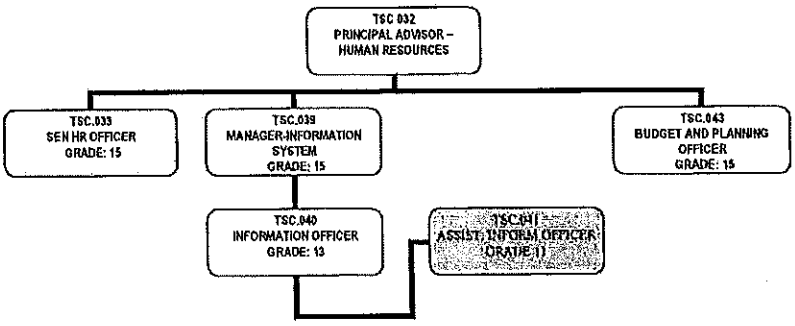
5.5 Assist provide relevant statistical information and analytical data required for the Commission's Annual Reports.

5.6 Assist with counter service in attendance to teachers' queries on counter days.

6. **Nature and Scope:**

6.1 Reporting Relations:

- Reports to the Information Officer as shown in the diagram below;



6.2 Working Relations:

- Internal: Consults with the Manager Information System and Information Officer.
- External: Consult with the IC and Payroll Division, NDOE

6.3 Working Environment:

- The position is located at Waigani and is required to travel to the provinces at the request of the Commission.

7. **Constraints Framework and Boundaries:**

- Rules/Procedures: ICT Regulations, PS General Orders and the PSMA.
- Decisions: Implement the decisions of the Commission.

- Recommendations: Improvement to the data collection and entry processes and procedures

8 **Challenges:**

- To ensure that the correct information for input is processed in the Commission's database.

9 **Qualification, Experience, Knowledge, Skills:**

9.1 Qualification:

- Diploma in Information Technology.

9.2 Experience:

- Minimum of five (5) years of work experience in teacher bio data management.
- Data Collection and inputting.

9.3 Knowledge:

- Knowledge of ICT Regulations.
- Data Collection and Inputting.

9.4 Skills:

- Computer skill in MS Office (word, excel and power point).
- Common Spreadsheet competency.
- Verbal and written communication.
- Data Collection and Inputting.
- Brief notes.

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

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