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.039
Division: OPERATION	**Designation/Classification:** MANAGER – INFORMATION SYSTEM, GRADE: 15
Branch: CORPORATE SERVICES	**Local Designation:** MANAGER – INFORMATION SYSTEM
Section: INFORMATION	**Reporting to:** PRINCIPAL ADVISOR – HUMAN RESOURCES **Position No:** TSC.032
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:**
   - To develop IT programs, manage and maintain the Commission's Information System.

3. **Dimension:**
   - Finance: Nil
   - Staff: 3 staff under its supervision.
   - Equipment: 1 x Desk top computer set and 1x telephone set.

4. **Principal Accountabilities:**

4.1 Responsible for developing computer programs, maintain and manage the Information System of the Commission.

4.2 Responsible to liaise with PEAs and Provincial TSC office to collect, store and process up to date teacher bio data, monthly returns and provide report to the Commission as required.

4.3 Accountable to develop a user friendly data base information system for the Commission's convenience and establish similar system in the provincial TSC office.

4.4 Responsible to generate and provide the Master Position Registers (MPR), FIN03, FIN04 and other reports from Alesco Payroll System and distribute for the Commissions use.

4.5 Responsible to develop policy guidelines affecting collection, storage, processing and dissemination of TSC information to Department of Education and all provincial Division of Education office.

4.6 Ensure to provide data and statistical information required in the Commission's Annual Report for presentation to the National Parliament as required under the Teaching Service Act.

4.7 Responsible to provide a statistical and analytical annual report on teaching positions occupied, deceased, resignation, retirement and number of outgoing correspondences by November.

4.8 Assist with the counter service and attend to queries from the members of the Teaching Service.

5. Major Duties

5.1 To develop computer programs, maintain and manage the Information System of the Commission.

5.2 Liaise, collect, store and process up to date teacher bio data, monthly returns and provide report to the Commission.

5.3 Develop and design user friendly data base information system for the Commission's convenience and establish similar system in the provincial TSC office.

5.4 Provide Master Position Registers (MPR) from Alesco Payroll System and distribute for the Commissions use.

5.5 Develop policy guidelines affecting collection, storage, processing and dissemination of TSC information to Department of Education and Division of Education in all provinces.

5.6 Provide data and statistical information required in the Commission's Annual Report for presentation to the National Parliament as required under the Teaching Service Act.

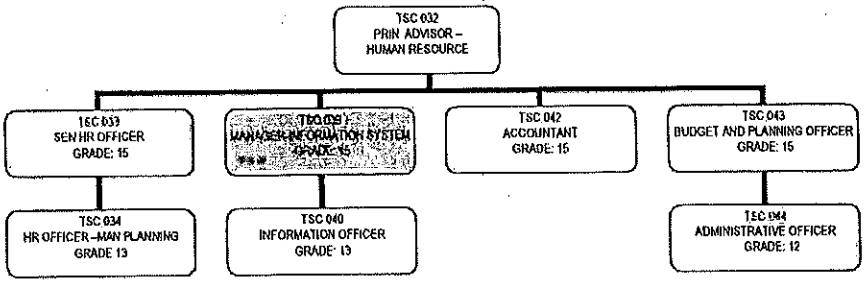
5.7 Provide a statistical and analytical annual report on teaching positions occupied, deceased, resignation, no. of outgoing correspondences by November.

5.8 Assist with counter service in attendance to teacher's queries.

6. Nature and Scope:

6.1 Reporting Relations:

- The position is one of four positions that report directly to the Principal Advisor – Human Resource with three other positions as shown below.



6.2 Working Relations:

- Internal: Consults with Senior HR Officer, the Accountant and the Budget and Planning Officer.

- External: Consult with the National Department of Education's ICT and the Assistant Secretary –Payroll, NDOE,

6.3 Working Environment:

- The position is located in TSC head office in Waigani- Port Moresby and the officer works closely with principal advisor – HRM and other senior officers both at HQ and Provincial TSC office.

7. Constraints Framework and Boundaries:

- Rules/Procedures: Abide by the relevant government Policies on Information Technology (IT).
- Decisions: Implement the decisions of the Commission
- Recommendations: Type of information and data to be used by the Commission

8. Challenges:

- To ensure that the collection, collation, compilation and entry of all relevant information into a database for the Commission's analysis and public consumption.

9. Qualification, Experience, Knowledge, Skills:

9.1 Qualification:

- A Degree in Information Technology (IT).

9.2 Experience:

- Five (5) years' work experience in teacher bio data management, master position register, teacher emolument budget framework and Teacher monthly Returns on attendance and performance.

9.3 Knowledge:

- Data Base Design.
- ICT Regulations and Code of Conduct and Ethics in PNG
- Teaching Service systems.

9.4 Skills:

- Data Base Design
- Information system
- PC Competency
- Good Analytical.
- Public Relations
- Written and verbal communication.
- Briefing notes.

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

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