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.027
Division: OPERATION	**Designation/Classification:** PRINCIPAL ADVISOR – APPOINTMENTS, GRADE. 17
Branch: CORPORATE SERVICE	**Local Designation:** PRINCIPAL ADVISOR – APPOINTMENTS
Section: APPOINTMENT	**Reporting to:** DIRECTOR-CORPORATE SERVICE **Position No:** TSC.025
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	ABOLISH/CREATE
SCMC/-1-14/TSC/ek	19/08/2015	RENUMBERED

2. Position Purpose:

- Provide advice to the Commission on appointment matters and ensure proven leaderships, supervision and direction for good governance, admission, appointment processes and procedures are maintained in all appointment decisions at all levels by appointing authorities.

3. Dimension:

- Finance: Nil
- Staff: 4 staff directly under his supervision
- Equipment: 1 X Desk top computer and a telephone

4. Principal Accountabilities:

4.1 Responsible to provide sound advice and recommendation to the Commissioners and senior officers of the Commission on appointment matters.

4.2 Responsible to ensure effective and efficient leadership, management and operations of the appointment branch functions.

4.3 Accountable to effectively and efficiently regulate, direct and provide sound advice for good governance in admission of new graduates and established appointment processes and procedures are maintained in all appointment decision at all levels.

4.4 Responsible to lead, co-ordinate, direct and regulate Monthly Returns for attendance and performance by members of Teaching Service.

4.5 Responsible to provide advice and oversee vacancy gazette, Central Sorting, confirmation of tenure appointment and dispatchment of confirmation gazette to appointing authorities.

4.6 Responsible to co-ordinate and provide advice to the appeals committee on Section 53 appeals and settle them to avoid industrial disharmony from the members of Teaching Service.

4.7 Responsible to review existing policies on appointments, admission, vacancy gazette, confirmation of tenure appointment and recommend changes as maybe necessary.

5. Major Duties

5.1 Provide advice to the Commission and other senior officers of the Commission on appointment matters.

5.2 Ensure leadership, management and operations of the Appointment branch functions.

5.3 Provide sound advice, regulate and direct for good governance in admission of new graduates and appointment processes and procedures are maintained in all appointment decision at all levels.

5.4 Co-ordinate, advice, and regulate Monthly Returns for attendance and performance by members of Teaching Service.

5.5 Advice and oversee vacancy gazette, central sorting, confirmation of tenure appointment, confirmation gazette and despatchment to the provincial education offices.

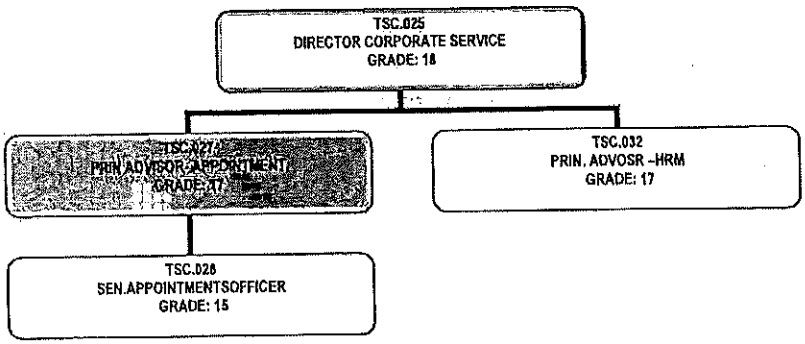
5.6 Co-ordinate and advice appeals committees on appeals under Section 53 of the Teaching Service Act and settle them accordingly.

5.7 Review existing policies on the areas of appointments and recommend changes as maybe necessary.

6. Nature and Scope:

6.1 Reporting Relations:

- This position reports directly to the Director –Corporate Services with the Principal Advisor, HRM.



6.2 Working Relations:

- Internal: Works closely with the Director Corporate Services and the Commissioners at HQ. Work with the Provincial TSC Officers.

- External: Consult the Provincial Education Advisors, Church Agencies, the National Department of Education and stakeholders.

Working Environment:

The position is located in TSC head office in Waigani- Port Moresby and the officer works closely with the Commissioners and all colleague senior officers both at HQ and provincial TSC Office.

7.1 Constraints Framework and Boundaries:

- Rules/Procedures: Take actions consistent with the Teaching Service Act and Education Act.

- Decisions: Make decisions under set guidelines.

- Recommendations: Provide sound advice and recommendations on teacher appointment matters and amendment on existing policies.

8 Challenges:

- Maintaining good governance, proper appointment processes and procedures in appointment decision makings and despatchment of decisions.

9 Qualification, Experience, Knowledge, Skills:

9.1 Qualification:

- Degree or Masters preferred in Human Resource Management, Business Management and Education Leadership.

9.2 Experience:

- Minimum of 10 years work experience in Human Resource Management, or management experience at senior management level both in public sector or private organizations.

9.3 Knowledge:

- Extensive knowledge of the Teaching Service Act, Education Act, PSGO, PRMS and Labor laws.
- Experience in legal representation.
- Very knowledgeable in teacher appointment cycle, policy, processes and procedures.

9.4 Skills:

- Analytical Skill, report writing, statistical methods,
- Computer literate including word-processing, spreadsheet and database.
- Proven leaderships,
- Self-motivator and team player.

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

STAMP OF APPPROVAL:

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