DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. Identification:

	Position No: TSC.056
Division: PROVINCIAL MATTERS	**Designation/Classification:** PROFESSIONAL ASSISTANT; GRADE: 13
Branch: PROVINCIAL MATERS	**Local Designation:** PROFESSIONAL ASSISTANT- NCD
Section: SOUTHERN REGION	**Reporting to:** PROVINCIAL TSC ADVISOR – NCD **Position No:** TSC.055
Location: WAIGANI, NCD	**Incumbent:**

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC/-1-14/TSC/ek	19/08/2015	CREATE

2. Position Purpose:

To provide an effective and efficient support services to the Provincial TSC Advisor for the smooth operation and management of the Provincial TSC office.

3. Dimension:

- **Finance:** Nil
- **Staff:** Nil
- **Equipment:** 1 x Computer set.

4. Principle Accountabilities.

4.1 Responsible for effective and efficient management of the Teaching Service Office in the Province.

4.2 Maintain, update and process teacher bio data for the province in consultation with the provincial education officers and stakeholders

4.3 Responsible for providing monthly returns on teacher attendance and performance as per TSC Instructions on a monthly basis.

4.4 Maintaining record of incoming and outgoing correspondences and provide information to Provincial TSC Advisor for appropriate decisions and recommendations to the Commission.

4.5 Receive, assess and recommend teacher industrial and appointment matters to the Provincial TSC Advisor for appropriate decision making.

4.6 Maintaining budget allocation and provide expenditure report to the Commission on quarterly basis.

4.7 Ensure general office operations and service equipment for smooth flow of information and communication functions of the office.

5 Major Duties.

5.1 Maintaining office administration and operations of the Provincial TSC Office including proper file management, appointment and meeting schedules with teachers and stake holders, travel arrangements.

5.2 Establish, maintain and update accurate teacher bio data.

5.3 Liaise with Head Teachers for timely submission of monthly returns, analyses attendance and performance and submit the reports to the Provincial TSC Advisors.

5.4 Record incoming correspondence and provide the information to the Provincial TSC Advisor and write responses as directed by the Provincial TSC Advisor.

5.5 Monitor, report and advice the Provincial TSC Advisor on industrial and appointment issues from the teachers.

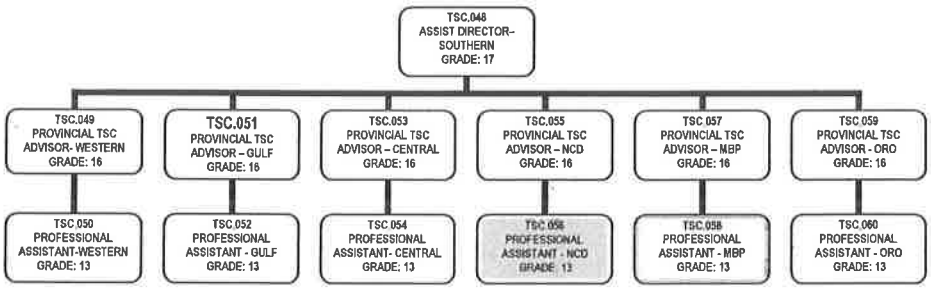
5.6 Maintain financial transactions and submit acquittals to HQ on monthly basis.

5.7 Maintain general office operations and service equipment for smooth flow of information and communication functions of the office.

6 Nature and Scope:

6.1 Reporting Relations:

This is the only position that reports directly to the Provincial TSC Advisor in the province as shown in the diagram below.



6.2 Working Relations:

- **Internal:** The position is required to work closely with the Provincial TSC Advisor in the Southern region.
- **External:** The position is required to work closely with the Provincial Education Officers and the Principals and Head teachers of Institutions within NCD province.

6.3 Working Environment:

- The position will be stationed in the province and will be performing within the Provincial

TSC office. It is required to liaise with the teachers, the Provincial Education officers and the Teaching Service Commission head office personnel.

7. **Constraints Framework and Boundaries:**

- **Rules/Procedures:** Clear understanding of the TS Act, the Public Service Management Act, Public Service General Orders and HR Policy Manual for Teachers.
- **Decisions:** The position will act on decisions made by the Provincial TSC Advisor.
- **Recommendations:** The position is required to recommend to the Provincial TSC Advisor on matters affecting teachers in the province.

8. **Challenges:**

- To provide an effective and efficient office administrative services that meets the needs for all teachers in the province.

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

9.1 Qualification:

- Diploma in Human Resource Management or Diploma in Education from recognized tertiary institution.

9.2 Experience:

- Minimum of three (3) years' work experience in the field of Human Resource or office administration in public or private sector organization.

9.3 Knowledge:

- Knowledge of the TS Act, the Education Act and HR policy manual for teachers.
- Knowledge of the teacher appointment process.

9.4 Skills:

- Written and oral communication skills
- Computer skills in MS word, MS excel and MS power point.
- Conflict or Dispute Resolution skills.
- Public relations skills.

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

STAMP OF APPPROVAL: