DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. Identification:

	Position No: TSC.077
Division: PROVINCIAL MATTERS	**Designation/Classification:** PROVINCIAL TSC ADVISOR GRADE: 16
Branch: MOMASE REGION	**Local Designation:** PROVINCIAL TSC ADVISOR – SANDAUN
Section: SANDAUN PROVINCE	**Reporting to:** ASSISTANT DIRECTOR – MOMASE **Position No:** TSC.076
Location: VAINIMO, SANDAUN PROVINCE	**Incumbent:**

HISTORY OF POSITION

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

2. Position Purpose:

Represent the Teaching Service Commission in Sandaun province to ensure effective and efficient management and operations of teachers' human resources functions.

3. Dimension:

- **Finance:** Nil
- **Staff:** 1 staff
- **Equipment:** 1 Computer set, 1 printer with fax machine and 1 office phone with direct line.

4. Principle Accountabilities

4.1 Responsible to provide advice, supervision, regulate and implement Commission's functions, policies and determinations.

4.2 Responsible to ensure effective and efficient management and operations of Teaching Service functions in Sandaun province.

4.3 Accountable to provide advice on teacher appointment issues, substantive, acting, tenure, admission and qualification entry requirements.

4.4 Accountable to advice on teacher industrial queries, resignation, retirement, head of family status, all types of leave, underpayment, deceased entitlements, payroll suspensions and timely despatchment of salary payments.

4.5 Responsible for proven management and advice on teacher professional and personnel misconduct, non-compliance of duties and responsibilities, carryout investigation, compile reports and recommendations to NEB \ PEB and the Commission for appropriate decision.

4.6 Prudently maintaining and updating accurate teacher bio data and monthly returns of all members compile and submitted to the Commission.

4.7 Responsible for representing the Commission to participate in meetings and provide advice to Provincial Education Board, Church agencies and teachers on the teachers' issues in Sandaun province.

4.8 Mandated to provide advice and ensure that the TSC delegated 25 powers and functions are implemented by PEA- Sandaun Division of Education.

5. Major Duties

5.1 Regulate and Implement the Commission's decision and policy directions in the province.

5.2 Ensure effective and efficient management and operations of Teaching Service functions in Sandaun province.

5.3 Manage and advice on teacher appointment issues, substantive and acting, tenure, qualification entry requirements.

5.4 Manage and advise on teacher industrial queries, resignation, retirement, head of family status, all types of leave, underpayment, deceased entitlements, payroll suspensions and restoration.

5.5 Manage and advise on teacher professional and personnel misconduct, non-compliance of duties and responsibilities, carryout out investigation compile reports and recommendations to NEB \ PEB and the Commission for appropriate decision.

5.6 Responsible for maintaining and updating accurate teacher bio data and monthly returns of all members compile and submitted to the Commission.

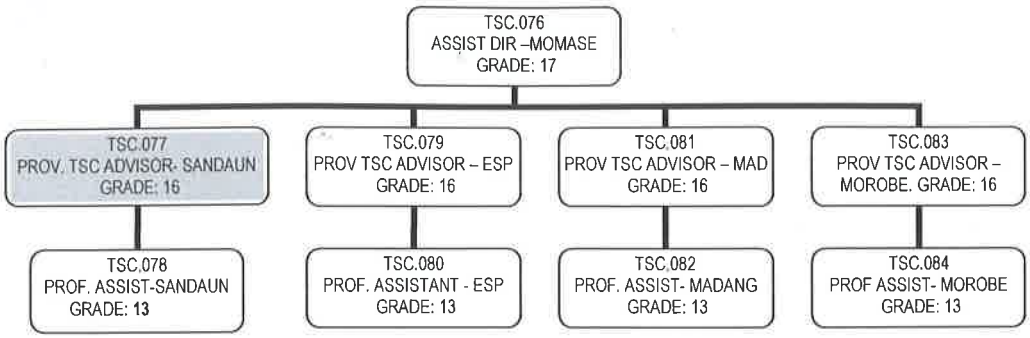
5.7 Represent the Commission to participate in meetings and provide advice to the Provincial Government, Provincial Education Boards, Church agencies and teachers on the teachers' issues in the province.

5.8 Advise and ensure that the TSC delegated 25 powers and functions are implemented by PEA- Sandaun province.

6 Nature and Scope:

- **Reporting Relations:**

  This position reports directly to the Assistant Director – Momase Region and Director Provincial Matters.



- Working Relations:

- Internal: Works closely with the Assistant Director –Momase Region and Director - Provincial Matters.

- External: Consult advice and maintain mutual work relationship with stakeholders such as Provincial Government, Provincial Education Authorities, Church Education Agencies, School boards, PNG TA and other stakeholders.

7 Working Environment:

a. The position is located in Vainimo, Sandaun province and the officer works closely with the members of Sandaun PEB, heads of schools and institutions, providing consultative and advisory roles to stakeholders in Sandaun province.

b. Constraints Framework and Boundaries:

- Rules/Procedures: TS Act, Education Act, the Public Service Management Act, the Public Service General Order and the TSC policy Determinations.

- Decisions: Implement the decisions of the Commission.

- Recommendations: Reports to the Commission on teacher profession, personnel, industrial and appointment matters.

8 Challenges: Maintain a harmonious working relationship between the employer and employees.

9. Qualification, Experience, Knowledge, Skills:

9.1 Qualification:

- Degree or Diploma in Education Administration/Leadership or Human Resource Management.

9.2 Experience:

- Minimum of ten (10) years of work experience in teacher appointment cycle, policy, processes and procedures and emolument: resignation, retirement, leaves and industrial negotiations.

9.3 **Knowledge:**

- Teaching Service Act, Education Act, Public Service Management Act and General Orders.
- Teaching Service Commission Functions and Responsibilities.
- Teacher appointment cycle, policy, processes and procedures and emolument: resignation, retirement, leaves and industrial negotiations.

9.4 Skills:

- Leadership and management.
- Conflict or Dispute Resolution.
- Verbal and written communication.
- Computer skills in MS Office (word, excel and power point).
- Interpersonal and public relationship
- Confident and able to speak to big audience.
- Brief notes.

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

STAMP OF APPPROVAL: