



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Parliamentary Committee Secretariat

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00016

MINISTRY VACANCY REF: 2/2016

POSITION TITLE: Committee Secretary

POSITION LEVEL: L10/11

SALARY RANGE: \$2,344.30 to \$2,727.15 per fortnight

THIS POSITION REPORTS TO: The Director Committees

THIS POSITION SUPERVISES: nil

SECTION B - SCOPE OF DUTIES

The Constitution of the Solomon Islands confers on the Parliament the power and responsibility to make laws for the peace, order and good government of the Solomon Islands. The role of the National Parliament is to make laws, represent constituents and to scrutinize government action including expenditure of public fund.

The purpose of this position is to conduct research on complex issues particularly in the field of law, prepare authoritative and apolitical reports and background papers for members of parliament; and to provide comprehensive, apolitical oral and written briefings and advice directly to Members on legislative, Committees and other current issues.

The officer will have two major areas of work:

- To provide research, reference and information services to Parliamentary Committee members in relation to Bills, Motions and policies made in Parliament.
- To provide committee secretariat support to the Chair and members of the various Standing and Special Committees established by Parliament.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Organize public hearings and private meetings of committees and organize committee travel within the Solomon Islands to facilitate public input into committee inquiries.
2. Draft Chairs report
3. Undertake research projects on matters of public interest which would improve public policy through innovative and realistic recommendations.
4. Prepare comprehensive, apolitical briefings on a range of legislative or other matters before Parliament or on issues of current interest.
5. Prepare high quality written material in the form of reports, background papers, correspondence .
6. Plan, oversee and give direction to committee inquiries and research projects to ensure that reports prepared are authoritative, meet defined needs and quality standards and are capable of withstanding challenge and scrutiny in the House, by the Executive and in the public domain.

7. Respond to enquiries from Chair and Members of committees for oral and written advice on committee practice and procedure to ensure that the committee operates according to Standing Orders, the terms of reference for the inquiry and any other relevant authority.
8. Conduct research and prepare draft questions for the Chair and members of a committee to facilitate the examination of witnesses.
9. Attend committee hearings to provide accurate procedural advice and prepare accurate minutes and other official records of proceedings.
10. Provide effective administrative services and maintain systems for the timely retrieval of reference and research material for dissemination to members.
11. Contribute to the public awareness and understanding of the role of the National Parliament and its committees through responding to enquiries from members of the public, government departments, private organizations and other interested parties.
12. Provide impartial, apolitical advice and exercise tact and discretion.
13. Meet deadlines and produce accurate work quickly when an issue is before parliament or a committee.
14. Assist the Clerk of the National Parliament in the House to provide effective procedural advice to the Speaker, Ministers and Members and to ensure effective functioning of the House.
15. Undertake other tasks as may be directed from time to time by the Clerk to the National Parliament.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Effective leadership and management of the Research Unit team and resources, evident in the allocation of limited resources according to needs, designation of tasks to team members, provision of direction and support to the team and regular monitoring of the timely delivery of expected results.
2. Regular communication and liaising with Members of Parliament, Committees and Parliament stakeholders and identification of research topics prepared to meet the information needs of Members of Parliament and Parliament and its stakeholders
3. Work plan produced with an outline of research topics, identification of responsible persons and a schedule of the timeline of release of expected deliverables.
4. Research work conducted and completed with deliverables and practical recommendations made that contribute to the improvement of public policy and legislative process and passing of laws that improve the livelihood of Solomon Islands.
5. Research work conducted which meet the specific information needs of Members of Parliament and Parliament stakeholders.
6. Quality and Authoritative Reports, Briefing papers, Presentations and other documents produced with each document able to withstand challenges and scrutiny in the House, by the Executive and in the public domain
7. Timely response to individual Members of Parliament request for production of specific information needs
8. Relevant Analytical reports regularly produced and distributed to Members of Parliament
9. Staff performance monitored and appraisal report produced inline with the Public Service Performance Management Process.
10. Other duties as directed by the Clerk are performed and results are delivered on time.
11. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor Degree in Law

Desirable Qualifications

- Completion of tertiary qualifications in a relevant discipline such as law, Art, economics, accounting, commerce, political science or a social science or tertiary qualifications relevant to a major area of government policy such as natural resources, agriculture, health or education is essential.

Capabilities Required

- Excellent research, writing and policy analysis skills.
- Ability to provide comprehensive, apolitical oral and written advice directly to members.
- Sound administrative, organizational and project management skills.
- Strong oral and interpersonal skills to communicate effectively with ministers, members of Parliament, senior public officials and a range of stakeholders.
- High standards of integrity and the ability to handle confidential matters and provide impartial advice.
- Understanding of the role of Parliament and the system of government in the Solomon Islands.
- Demonstrated capacity to participate effectively in small teams.
- Good information management skills including ability to use and manage a range of computing software.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1. Possession of relevant mandatory qualification (Bachelors Degree in Law) and minimum of five years work experience involving research.

KSC2. Proof of possession of research skills, analytical skills and report writing skills, communication, planning and organising skills as evident in academic qualification and work experiences

KSC3. Experience and performance of leadership and management roles and familiarity with the Parliament practices and the Public Service system and structures

KSC4. Evidence of being Result Oriented and delivery of expected results on time

KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$\$2,344.30 to \$2,727.15 per fortnight **Annual Salary:** \$75,290.38 - \$79,636.72

Annual Leave entitlement: 42 days

Other Conditions of Service relevant to this position:

- Housing Allowance of \$234.43 per fortnight or house rental entitlement of \$3,300

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

Date Approved

Additional Comments: