



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Office of the Serjeant At Arms

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00014

MINISTRY VACANCY REF: 2/2016

POSITION TITLE: Parliamentary House Keeping Supervisor

POSITION LEVEL: L3/4

SALARY RANGE: \$750.92 to \$940.36 per fortnight

THIS POSITION REPORTS TO: The Clerk to the National Parliament

THIS POSITION SUPERVISES: All the Office Cleaners

SECTION B - SCOPE OF DUTIES

This position will contribute to the organisation functions and strategies by;

The purpose of this position is to ensure that the interior building, main chamber, public corridors, offices, conference rooms, library, kitchen, men's and women's toilets are clean at all times. That the upstairs public gallery, Hansard, media room, server room, and air-condition blocks be cleaned. Make the exterior west entrance, northern entrance, leaf hut, outside blocks and eastern entrance and steps, windows and doors are washed clean and tidy at all times.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Establish and/ implement operating procedures and standards
2. Plan, supervise and coordinate the activities of all Parliamentary Housemaids and cleaners.
3. Coordinate inspection or inspect assigned areas to ensure standards are met
4. Apply Human Resource Management skills, such as training, scheduling and evaluating performance
5. Complete financial management tasks, such as setting and adhering to a budget
6. Handle administration of kitchen inventory and the ordering of toiletries, washing detergents and other cleaning items for the upkeep of the National Parliament.
7. Report any defects, faults and damages of properties to the Human Resources Manager.
8. Perform other duties as and when directed by the Human Resources Manager and Clerk to Parliament.

SECTION D - KEY DELIVERABLES

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

1. Knowledge of the appropriate detergent and cleaning agent to apply to different surfaces.
2. Skills in weeding, mopping, sweeping and neatly tidy up the Office work environment.
3. Experience in performing cleaning duties in an office environment

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Form 6 Education Certificate
- Certificate in a recognised Hospitality Institution

Desirable Qualifications

- Qualification in hospitality and customer Service
- Qualification in catering and basic skills in floral art
- 2 -3 years working experience

Capabilities Required

- Report Writing Skills
- Data analysis skills
- Communication skills
- Team work and supervision skills

SECTION F - KEY SELECTION CRITERIA

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

KSC1. The aptitude to take initiative and be self-motivated

KSC2. The capacity to give attention to detail, plan, organise and ensure that professionalism is exemplified in all duties carried out.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$750.92 to \$920.95

Annual Salary: \$19,523.87 to \$23,944.60

Annual Leave entitlement: 30 days

Other Conditions of Service relevant to this position:

- Housing Allowance of \$150.18 per fortnight or house rental entitlement of \$1,900

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:

.....
Permanent Secretary/Responsible Officer

Date Approved

Additional Comments:

