



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** National Parliament Office **DIVISION/SECTION:** Procedures Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279-00270

**MINISTRY VACANCY REF:** 1/2016

**POSITION TITLE:** Principal Procedures Officer

**POSITION LEVEL:** Level 8/9

**SALARY RANGE:** \$1887.64-- \$2084.33 fortnightly or \$ 49,078.50 to \$52,108.16 per annum

**THIS POSITION REPORTS TO:** Chief Procedures Officer **THIS POSITION SUPERVISES:** None

### SECTION B - SCOPE OF DUTIES

The National Parliament Office is mandated to support Members of Parliament in their role in making laws for the peace, order and good governance of Solomon Islands, providing scrutiny and oversight on government budget and actions, and representing constituents.

The Procedure Office supports the National Parliament Office to do this by providing procedural and legal advice to the Speaker, Clerk and Members of Parliament on matters relating to the Business of the House.

This position will contribute to the Corporate Functions and Objectives of the National Parliament of Solomon Islands by helping to improve the Parliament Legislative Processes, ensuring Parliamentary Procedures, Laws and Standing Orders are followed in a procedural manner. It contributes to enhancing the capacity of Parliament to provide effective oversight in accordance with its constitutional mandate.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- a) Conducting Research and provide reports into parliamentary practices and procedures and provide procedural briefs to supervisor and stakeholders when needed.
- b) Record, update, file and maintain the Procedures Office databases ensuring updated and accurate information are available in electronic format readily available as and when needed by the Speaker, Clerk and MPs.
- c) Assist in facilitating the development of the new Standing Orders including amendments to the current Standing Orders as in objective 1.10 of the Parliament Strategy.
- d) Coordinate the Interaction of Independent Oversight Institutions ensuring they collaborate effectively in performing their functions.

- e) Assist in Compiling and providing reports and records by indexing past records of Bills, Motions and Documents tabled in Parliament.
- f) Involve in the provision of Procedural and [legal] advice and statistics to the Clerk, Speaker and MPs when needed.
- g) Assist to publish in the Parliament website and distribute to stakeholders, House meeting papers such as Provisional Order Papers, Order Papers, Business Papers and Minutes of Proceedings.
- h) Perform the functions and duties of the Chief Procedures Officer when absent.
- i) Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

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

- a) Research work conducted and reports and briefs provided to the appropriate stakeholder under the supervisor or Clerks directive.
- b) Procedures Office shared drives, databases and files are updated and maintained and easily accessed and information easily retrievable for stakeholders to use.
- c) New standing Orders developed and completed with consultation with Members of Parliament and Parliamentary Committees.
- d) Oversight Institutions led by Parliament produce a cooperative work programme on scrutiny of government policies and systems
- e) Reports produced and accurate records of tabled documents, motions and bills are kept up to date in the database.
- f) Quality and timely Procedural and Legal briefs as well as statistics provided to the Speaker, Clerk and MPs when required.
- g) Business papers and other papers of the House are published in the Parliament website and hard copies are made available to MPs before each sitting day.
- h) In the absence of the Chief Procedures Officer, the duties and functions of the Office of the chief Procedures remain operational and Parliament sittings not hindered in any way.
- i) Other duties as directed by the supervisor are carried out and results delivered on time.
- j) 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

Must have at least a bachelor's degree in Law or a Bachelors degree in Management and Public Admin with 2 or more years work experience.

### **Required Capabilities**

- a) Ability to conduct research, sift through information and produce report on the needed information in a form of written report, legal or procedural briefs.
- b) Excellent communication skills to conduct briefings for the Speaker, MPs, Clerk and staff when needed.
- c) Ability to work with electronic databases and regularly update them
- d) Ability to protect confidential information accessed through Parliament network and databases and maintain confidentiality and neutrality as required in a Parliament setting.
- e) Possess Leadership qualities that is able to coordinate, coach mentor, direct, proactively take initiatives and plan ahead on how to achieve results.
- f) Hardworking, reliable and honest

## **SECTION F - KEY SELECTION CRITERIA**

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

KSC1.

Possess the required qualification and work experiences

KSC2.

Proven capability to conduct research, write quality reports, produce Legal and Procedural briefs and possesses

KSC3.

Ability to communicate and conduct briefings for Speaker, Clerk and Members of Parliament. Must possess excellent good communication skills to brief MPs, Clerk and Speaker when doing the presentation of briefs or reports

KSC4

Possess the ability to work with electronic databases, and continually update them

KSC5

Maintain confidentiality and exercise neutrality when working with Members of the three political groupings—Executive, Opposition and Independent Offices,

KSC6.

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

- a) Fortnightly Salary: \$1887.64—\$2084.33 Annual Salary: \$49078.51--\$52108.16
- b) Annual Leave entitlement: 42 days
- c) Other Conditions of Service relevant to this position:
  - a. House rent or allowance

## 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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**Clerk to Parliament/Responsible Officer**

**19 August 2015**  
**Date Approved**

*Additional Comments:*