



## RS FORM 2-JOB DESCRIPTION

### NATIONAL PARLIAMENT OF SOLOMON ISLANDS

#### SECTION A: POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament of Solomon Islands

**DIVISION/SECTION:** Human Resource Department **DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279- 00237 **MINISTRY VACANCY REF:** 2/2020

**POSITION TITLE:** Assistance Clerical Officer

**POSITION LEVEL:** L4/5 **SALARY RANGE:** \$1042.60 - \$1230.90

**THIS POSITION REPORTS TO:** Human Resource Manager/PAO

**THIS POSITION SUPERVISES:** Receptionist & Orderly

#### SECTION B – SCOPE OF DUTIE

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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 funds.

In order ensure that all Members of Parliament and their visitors are provided with exceptionally professional receptionist services in the New Members of Parliament Complex, the position of the receptionist is very important as the receptionist is the first point of contact for the public. The receptionist depicts the standard of Parliamentary services that is provided not only internally to the members of Parliament but also to the Public.

## **SECTION C – KEY DUTIES**

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### **(Key Accountabilities);**

The officer will be required to:

- a) Answer incoming phone calls at the reception area in a timely and professional manner. b) Provide professional customer service to all visitors to the National Parliament
- c) Direct visitors to appropriate contacts within the Members of Parliament Complex. d) Collect and distribute mails from the registry office
- e) Liaise with the Members Personal Secretary to ensure that appointments to meet with Members of Parliament are properly recorded and scheduled.
- f) Ensure that there is a flow workplace communication.
- g) Organise and manage data entry records and administration folders required daily for the functioning of the reception.
- h) Assist in other Office tasks when required to do so

## **SECTION D – QUALIFICATION CAPABILITY AND EXPERIENCE**

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### **Qualification**

1. Diploma in secretarial studies, 4 years work experience.

### **Experience**

- a) Incoming phone calls answered at the reception area in a timely and professional manner.
- b) Professional customer service provided to all visitors to the National Parliament
- c) Visitors directed to appropriate contacts within the Members of Parliament Complex.
- d) Mails Collected and distributed to appropriate offices on time
- e) Closely worked with the Members Personal Secretary to ensure that appointments to meet with Members of Parliament are properly recorded and scheduled.
- f) Workplace communication efficiently operating.
- g) Data entry records managed and administer.
- h) Assist in other Office tasks when required to do so

### **KEY CAPABILITIES:**

1. Report Writing Skills,
2. Data analysis skills,
3. Communication skills using Ms Outlook and MS office programs
4. Skills of coordinating team work

## **SECTION E – TERMS AND CONDITIONS**

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- Salary per fortnight: \$1042.60 - \$1230.90

Updated on  
24/09/20

- Salary per annum: \$27,107.57 - \$32,003.33
- Annual Leave: 42 days per annum

Other conditions of service as outlined in the Agreement of Service upon appointment

**SECTION F – APPROVAL (BUSINESS USE ONLY)**

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

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Clerk to Parliament/Head of Agency

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Date Approved

Additional Comments: