



RS FORM 2-JOB DESCRIPTION

SECTION A: POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Hansard Department

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279- 00035

MINISTRY VACANCY REF: 2/2020

POSITION TITLE: Principal Hansard Reporter

POSITION LEVEL: L8/9

SALARY RANGE: \$2,092.85 - \$2.299.26

THIS POSITION REPORTS TO: Director Hansard

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. Members of Parliament are democratically elected every 4 years to represent one of the 50 seats that make up the single House of the National Parliament. The role of the National Parliament is to make laws, represent constituents and to scrutinize government action including expenditure of public funds.

This Position will contribute to the functions and strategies by:

- producing accurate and timely transcripts of the proceedings of Parliament and avail them in the Daily Hansard, the Hansard Bound Volumes and in the internet
- Producing timely and accurate transcripts of Committee Hearings.

SECTION C: KEY DUTIES

The officer will be required to:

- Provide high speed and accurate word-processing and transcription services of the proceedings of Parliament in conformity with Hansard style.
- Maintain and update a daily record of the status of the debate on each matter before the House.
- Obtain speech notes and written materials from Ministers or Members of Parliament to assist the production of the Daily Hansard Report.
- Assist in the rapid completion of each day's debates, and Print, collate and distribute by hard or soft copy of daily Hansard report.
- Liaise with Assistant Editors to work on the final bound volume of the official report.
- In liaison with the ICT and the Library, ensure that all Hansard reports of previous meetings and sessions are available on the Parliament's network and website in a timely manner.
- Assist in Organizing Photocopying and collating Hansard Reports for the final bound print.
- organize and create rosters and time sheets during meetings
- Sit in or travel to monitor logs and take minutes during committees
- Do formatting and page numbering before indexing.
- Relieve Speaker's EPS
- Perform any other duties as required by the Clerk or the Hansard Director and Editor

SECTION D: LIAISONS

- a) **Internal:** Hansard Department, Clerk, Committee Secretary, Members of Parliament
- b) **External:** Embassies and High Commissioner offices, Provincial Printers, relevant government ministries

SECTION E: KEY RESULT AREAS

Successful performance of the duties will be indicated by:

- Completion of Hansard Bound Volume
- Completion of Daily Hansard transcripts and submit to the Editors
- Completion of Committee Hearings Transcripts

SECTION F: CAPABILITY AND QUALIFICATION

Capabilities

The officer must possess the following capabilities:

- Indexing
- Management skills
- Administrative skills
- How to upload information onto Parliament website

Qualifications

Graduate with Degree in Education or Expertise in literature & linguistics would be desirable

SECTION G: SELECTION CRITERIA

Experience:

Minimum or more year(s) work experience in related field.

Knowledge:

- General Orders/Policies
- Hansard Style Guide
- Policies and procedures and other laws for improving work environment and quality of work
- Knowledge of parliamentary and Hansard procedures and styles and willingness to learn more.
- Extensive word processing experience and familiarity with Hansard styles, format and layout of work.

Skills and ability:

- Indexing of Hansard Bound Volume
- Timesheet
- Ability to work long hours under pressure when Parliament is in session and other periods of peak activities.
- Ability to work under minimum supervision.
- Ability to organize work flows and at times give assistance where required.
- Initiative and adaptability.
- Cooperation, reliability and punctuality
- High speed audio transcription and keyboard skills.
- Sound knowledge of PC Hardware and Microsoft Word Software applications used by the division.
- Sound knowledge of the English language, particularly spelling and punctuation.

- General knowledge of office systems.
- Good vocabulary and spelling.

SECTION H: TERMS AND CONDITIONS

- Salary per fortnight: \$2,092.85 - \$2,299.26
- Salary per annum: \$54,414.22 - \$59,780.68
- Annual Leave: 42 days per annum

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

SECTION I: 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.

.....
Clerk To National Parliament/Head of Agency

.....
Date Approved

Additional Comments: