



PS FORM 6 - JOB DESCRIPTIONS

Section A - Position Details

*MINISTRY/OFFICE: National Parliament Office *DIVISION:.....

*VACANCY NUMBER: 279 00016

*Aurion Position Number:

1. **Position Title:** Committee Secretary
2. **Position Level:** 10/11. **Salary Range:** \$2,177.90 - \$2,396.52
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
 - a) **Reports to:** Director Committees
 - b) **Subordinate Reports:**

Section B- Liaisons

- a) **Internal:**
 - Parliamentary Standing Committees
 - Members of Parliament
 - Parliament staff
- b) **External:**
 - Government Departments,
 - Private Organisations,
 - members of the public and
 - other interested parties

Section C - Scope of Duties

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

Directly providing support to the operations of the Parliamentary Committee system in terms the scrutiny function Committees perform on behalf of Parliament. The scope of duties involves administering Committee programs enabling Committees to efficiently perform their parliamentary roles.

The Parliamentary Committee System operates as a key contributor to effective Parliamentary operations. Committee Secretaries engage in a range of important activities that ensures the work of committees are conducted in accordance with parliamentary law and practice. The Committee Secretary is responsible for all aspects of directing and managing one or more committees of the National Parliament and render assistance to the Clerk in the provision of advice on practice and procedure in the Chamber. Committee Secretaries work as part of a team in the Parliamentary Committees Secretariat of the National Parliament Office.

Section D - Key Duties

****The Officer will be required to:***

1. Undertake research projects on matters of public interest addressed by the Committees and prepare comprehensive, apolitical briefings on a range of legislative or other matters before Parliament or on issues of current interest.
2. Prepare high quality written material in the form of reports, background papers and correspondences.
3. 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.
4. Respond to enquiries from the 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.
5. Organize public hearings and private meetings of committees and organize committee travel within the Solomon Islands to facilitate public input into committee inquiries.
6. Research and prepare draft questions for the Chair and members of a committee to facilitate the collection of evidence from witnesses..
7. Attend committee hearings to provide accurate procedural advice and prepare accurate minutes and other official records of proceedings.
8. Provide effective administrative services and maintain systems for the timely retrieval of reference and research material for dissemination to members.
9. 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.
10. Provide impartial, apolitical advice and exercise tact and discretion.
11. Meet deadlines and produce accurate work quickly when an issue is before parliament or a committee.
12. Assist the Clerk of the National Parliament in the House to provide effective procedural advice to the Speaker
13. Undertake other tasks as may be directed form time to time by the Clerk of the National Parliament.

Section E - Key Result Areas

****Successful performance of the duties will be indicated by:***

1. Research findings presented to Committees and relevant stakeholders in a form of briefs
2. The completion and tabling of Committee reports in Parliament,
3. Committee inquiries and hearings successfully conducted with evidences collected from witnesses.
4. Apolitical advices in a form of written or oral briefs given to Chairs, Committee members, Speaker and Clerk on Committee procedural processes
5. Committee meetings and inquiries successfully organised and conducted
6. Questions for Committees drafted and submitted on time during inquires
7. Committee secretary attends committee meeting and provide accurate records of the minutes of meetings.
8. The involvement and support rendered to the education of citizens about the roles of Committees and Parliament
9. Deadlines met and results delivered on time.
10. Complying with other instructions given by the authority of the Clerk

Section F - Key Capabilities and Qualifications

1. Sound knowledge of parliamentary laws and practices and the operations of parliamentand the machinery of government.
2. Excellent research, writing and policy analysis skills.
3. Sound administrative and project management skills.
4. Strong oral and interpersonal skills appropriate for communicating effectively withministers, members of parliament, senior public officials and a diverse range ofstakeholders.
5. High standards of integrity and the ability to handle confidential matters and provideimpartial advice.
6. Capacity to participate effectively in small teams.
7. Good information management
8. Bachelor's degree in arts or science

Section G - Selection Criteria

Experience:

- a) Experience in report writing.
- b) Experience in data collection, analysing and interpretation of information and presentation of evidence collected in report form

Knowledge:

- a) Considerable knowledge of parliamentary practices and procedures.
- b) Sound knowledge and understanding of the Constitution, Standing Orders of Parliament and Erskine May's parliamentary practices and procedures.
- c) Expertly knowledgeable about the various systems of representative government and of the basic tenets of parliamentary democracy.
- d) Knowledge of financial legislation governing the Public Service.
- e) Sound knowledge of parliamentary law and practice and the operations of parliament and the machinery of government

Skills and ability:

- a) Ability to understand and comply with the public service Code of Conduct and follow all

other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

- b) Ability to take notes at meetings and to prepare minutes of proceedings.
- c) Ability to plan, organize and supervise the activities of a group of subordinates engaged in the provision of procedural, research and administrative support services.
- d) Demonstrated ability to produce high quality analytical and written work in the form of research papers, briefs and reports.
- e) Demonstrated ability to express ideas tactfully, clearly and concisely, both orally and in writing.
- f) Ability to maintain confidentiality at all times.
- g) Ability to develop and maintain effective working relationships with Members of Parliament, fellow employees and the Public.
- h) Sound knowledge of Microsoft Word, Outlook, Excel and Access

Section H - Terms and Conditions

- (a) Salary per fortnight: \$2,177.90 - \$2,396.52
- (b) Salary per annum: \$56,625.49 – \$62,309.64
- (c) Annual Leave: 42 Days
- (d) 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.

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Permanent Secretary/Head of Agency

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Date Approved

Additional Comments: