

PS FORM 6-JOB DESCRIPTION



NATIONAL PARLIAMENT OF SOLOMON ISLANDS

1. **Post Number:** 279-00036
2. **Post Title:** Executive Personal Secretary (Office of the Leader of Opposition)
3. **Level:** 8 / 9
4. **Responsible to:** Leader of Opposition Group
5. **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.

The Executive Personal Secretary to the Leader of Opposition is responsible for managing all aspects of the Opposition Office which includes coordinating meetings of the Leader of Opposition with Members, and senior staff of the Parliament Office and other senior officials. The position has a central role in coordinating the activities of the Office of the Leader of Opposition and making arrangements for functions connected with the Leader of Opposition office.

6. **Duties:**

The officer will be required to:

- a) Provide high level executive, administrative and confidential secretarial support to the Leader of Opposition, including liaising as necessary with Members of Parliament and senior management.
- b) Provide a range of support services in diary maintenance, arranging and scheduling appointments and meetings, maintain the Leader of Opposition filing system and attend to travel requirements for the Leader of Opposition.
- c) Organize travel arrangements for the Leader of Opposition.
- d) Liaise with High Commissioners, Ambassadors, Consular's, organizations and individuals at all levels within the private and public sectors in order to collect and/or impart information.
- e) Co-ordinate all arrangements for visiting overseas parliamentary delegations and other groups, including meetings with Members and official functions hosted by the Leader of Opposition.
- f) Perform other duties as may be directed by the Leader of Opposition from time to time.

7. Selection Criteria – Qualifications and Experience

(a) Qualifications

Tertiary Qualification or equivalent experience in Public Administration and Management

(b) Experience

Applicants should be able to demonstrate:

1. Demonstrated experience in the provision of high level, confidential, secretarial and administrative support at senior management level.
2. Highly developed computer and keyboard skills, including knowledge of Microsoft Office suite of software packages.
3. Well developed communication and interpersonal skills including the ability to communicate effectively and tactfully and to build and maintain relationships at all levels.
4. Proven ability to prepare correspondence, reports and other documents and experience in the development and maintenance of filing and information systems.
5. Demonstrated organisation and time management skills and ability to effectively operate with minimal guidance and exercise initiative and discretion.
6. Ability to develop and deliver effective customer services to Members and staff and clients of the Office of the Leader of Opposition, Parliament.
7. Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
8. High standards of integrity and the ability to handle confidential matters.

8. Terms and Conditions

- a) Salary - Level 8/9 \$ 1,653.14 - \$2043.83 per fortnight
- b) Salary per annum \$42,981.76 - \$53,139.45 per annum
- c) Annual Leave 42 days per annum
- d) Other conditions of service as stipulated in the Agreement of Service on appointment.

9. Certification

Incumbent (<i>if applicable</i>)		
Name:	Signature:	Date:
Supervisor – Leader Of Opposition		
Name: Jeremiah Manele	Signature:	Date:
Clerk to Parliament		
Name:	Signature	Date: