



NATIONAL PARLIAMENT OF SOLOMON ISLANDS
P O Box G 19
Honiara

Telephone: 23463 and Fax: 24272

Applications are invited from suitably qualified and experienced persons for the position of **Deputy Clerk of the National Parliament of Solomon Islands.**

Position Title	Deputy Clerk to National Parliament
Position Number:	279-00003
Level	SS2

This position will contribute to the organization's functions and strategies by assisting the Clerk in leading and managing the National Parliament Office, ensuring Parliament Corporate Services are organized to effectively support Parliament fulfill its constitutional mandate. The position holder will also assist the Clerk in leading parliament developments and organize resources to adequately support the Speaker, Parliamentary Committees and Members of Parliament in the performance of their duties.

1. Assist the Clerk in the Parliament Chamber in performing the duties outlined in Standing Orders 6 of the National Parliament of Solomon Islands.
2. Assist the Clerk in providing procedural and administrative advice to the Speaker and MPs inside and outside of the Chamber
3. Assist the Clerk in rendering of the day-to-day management and administration of parliament support services organized to effectively deliver services to the Speaker and Members of Parliament at the National Parliament.
4. Lead the NPO disciplinary committee in investigating disciplinary cases and make recommendations to the Clerk on each disciplinary case.
5. Coordinate the implementation of development projects in the National Parliament in collaboration with responsible development partners and ministries
6. Providing strategic advice and progress reports to the Parliamentary House Committee on Parliamentary development projects.
7. Coordinate the National Parliament of Solomon Islands Strategic Plan as head of the Strategic Support Unit
8. Facilitate the formulation of Departmental Annual Work Plans and risk logs in line with the NPSI strategic plan
9. Organize and conduct departmental triannual strategic reviews in accordance with the Parliamentary strategic review cycle.
10. Conduct performance management appraisal for Heads of Department and oversee the implementation of the Performance Management Process at the National Parliament Office.

Key Capabilities

1. Ability to assist in performing duties of the Clerk (specified in the Standing Orders 6) with the capacity to render sound procedural advice on matters relating to Parliamentary Standing Orders, process and practices when performing duties in the Parliament Chamber.
2. Possess the ability to lead, direct, motivate staff and coordinate the various Parliament departments and focus on the provision of parliamentary support services to Members of Parliament, staff and clients of the Parliament
3. Capable of devising strategic plan and coordinate the implementation of the National Parliament strategic plan and maintain records of implementation, for purposes of evaluation.

4. Has the ability to produce development budget bids, execute development plan and coordinate stakeholders involve in Parliament development projects ensuring the yearly development project budget target are achieved within yearly time frame and within budget.
5. Posses the ability to work independently and interpedently and able to meet tight deadlines.
6. Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
7. High standards of integrity and the ability to handle confidential matters and remain apolitical.

Qualification:

1. A Bachelors degree in Management/Finance/Public Administration and/or has four or more years of working experience in a Parliamentary environment

Experience:

1. Four or more years of performing leadership and administrative work and familiarity with Parliamentary practices and procedures.
2. Four or more years of work experience in strategic planning, implementation, and corporate planning and management.
3. Possess years of experience in coordinating development projects in accordance with the government budget system.

Knowledge:

1. Knowledgeable in Parliamentary Procedures, Processes and Practices
2. Well versed with the Public Service procedures, processes and regulations including financial laws, procedures and processes.
3. 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.

Skills and ability:

1. Ability to put together development budget bids using the government budget system and templates.
2. Excellent IT skills and knowledge of using a range of Microsoft Office applications.
3. Excellent written and oral communications skills.
4. Excellent organizational skills.

The selection Criteria will be based on the candidate's abilities to meet the following:

1. Key capabilities expressed in the job description
2. Minimum required qualification
3. Required number of years of work experience
4. Knowledge of Parliamentary process, procedures and practices as well as knowledge in the Public Service processes and regulations
5. Technical skills required of the job as expressed in the job description and generic skills and abilities in ICT, communication, planning and organizing.

Important notes for interested candidates:

Closing date for Applications: COB Tuesday 31 March 2016

RS Form 6 and the detailed *Job Description* for the position are available and can be obtained from the National Parliament at Vavaya Ridge and related information is accessible via the Parliament website:

www.parliament.gov.sb

Documents Required

1. RS Form 6 – Application for Employment- Solomon Islands Public Service, Cover Sheet.
2. Letter of Application.
3. Curriculum Vitae (CV).
4. Certified copies of your qualifications.

You will need to post or hand deliver the **certified copies** of your qualifications, as these cannot be sent by email. Do **NOT** send originals.

Please Note: *All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants.*

Medical Report and Police Clearance

You do **NOT** have to provide copies of medical Report and Police Clearance when you apply, but if you are shortlisted, this will be discussed with you.

Queries:

Any question or query about the application and its requirements or responsibilities and duties, Please contact telephone: 28520/23463 or Fax: 24272 or Email: ian.rakafia@parliament.gov.sb or margaret.ruqebatu@parliament.gov.sb or joycelyn.kilua@parliament.gov.sb

Send your application addressed to:

The Clerk to Parliament
National Parliament of Solomon Islands
PO Box G 19
Honiara