



RS FORM 2 - JOB DESCRIPTIONS

Section A - Position Details

***MINISTRY/OFFICE:** National Parliament Office ***DIVISION:** Office of the Deputy Clerk

***VACANCY NUMBER:** 279-00003 ***Aurion Position Number:** 279-00003

1. **Position Title:** Deputy Clerk
2. **Position Level:** SS2
3. **Salary Range:** \$ 106,244.36--\$115,009.72 per annum
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
 - a) **Reports to:** Clerk
 - b) **Subordinate Reports:** All Heads of Departments

Section B – Liaisons

- a) **Internal:** Clerk, All NPO Staff
- b) **External:** Ministry of Public service, Ministry of Infrastructure Development, MDPAC

Section C - Scope of Duties

This position will contribute to the organisation 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 fulfil its constitutional mandate, and lead staff and organize resources to support the Speaker, Parliamentary Committees and Members of Parliament as they perform their duties.

Section D - Key Duties

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

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.

Section E - Key Result Areas

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

1. Assisted the Clerk in the Chamber in performing the duties outlined in Standing Orders 6 of the National Parliament of Solomon Islands.
2. Procedural, administrative advice and support provided to the Speaker and Members of Parliament inside and outside of the Chamber.
3. Involved in the day to day management and administration of the National parliament of Solomon Islands and organized corporate services to effectively deliver services to the Speaker and Members of Parliament at the National Parliament.
4. All cases needing disciplinary committee attention attended to and recommendations made to the Clerk
5. Development project documents and plans implemented on a year to year basis in line with the development budget for each year.
6. Frequent update reports presented to the House Committee on Parliament Development projects
7. Triannual Strategy Review conducted and Annual report produced at the end of the year inline with strategy review cycle.
8. All departments coordinated to produce Departmental Annual Work Plans (DAWP) and submitted to the Strategy Unit (SSU)
9. Strategy reviews conducted triannually and DAWPS updated in accordance with the strategy review cycle.
10. Departments coordinated and staff performance appraisal conducted inline with the Ministry of the Public Service performance management processes.

Section F - Key Capabilities and Qualifications

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:

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

Section G - Selection Criteria

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:

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

Section H - Terms and Conditions

- 1. Salary per fortnight: \$4,086.32
- 2. Salary per annum: 106,244.37
- 3. Annual Leave: 42 days
- 4. 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

11/March/2016
Date Approved

Additional Comments: