



RS FORM 2 - JOB DESCRIPTIONS

Section A - Position Details

***MINISTRY/OFFICE:** National Parliament ***DIVISION:** Hansard Department

***VACANCY NUMBER:** 279-00031

***Aurion Position Number:**

1. **Position Title:** Principal Hansard Reporter
2. **Position Level:** 8/9
3. **Salary Range:** \$ 1,753.66 -- \$2,168.09
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
 - a) **Reports to:** Director Hansard and Hansard Editors
 - b) **Subordinate Reports:**.....

Section B – Liaisons

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

Section C - Scope of Duties

This position will contribute to the organisation 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 D - 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 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 - Key Capabilities and Qualifications

- Further studies in English Literature
- Indexing
- Management skills
- Administrative skills
- How to upload information onto Parliament website

Section G - Selection Criteria

Experience:

- High speed audio transcription and keyboard skills.
- Knowledge of parliamentary and Hansard procedures and styles and willingness to learn more.
- 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.
- Extensive word processing experience and familiarity with Hansard styles, format and layout of work.

Knowledge:

- General Orders/Policies
- Hansard Style Guide
- Policies and procedures and other laws for improving work environment and quality 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

Section H - Terms and Conditions

- (a) Salary per fortnight: \$ 1,753.66 -- \$2168.09
- (b) Salary per annum: \$45,595.05-- \$56,370.33
- (c) Annual Leave: 42 Days per year
- (d) Other conditions of service as outlined in the Agreement of Service upon appointment;
 - Rental
 - Leave passage