



## RS FORM 2-JOB DESCRIPTION

### SECTION A: POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament of Solomon Islands

**DIVISION/SECTION:** Human Resource Department

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279- 00035

**MINISTRY VACANCY REF:** 2/2020

**POSITION TITLE:** Principal Administration Officer (Opposition Office)

**POSITION LEVEL:** L8/9

**SALARY RANGE:** \$2,092.85 - \$2.299.26

**THIS POSITION REPORTS TO:** Human Resources Manager

**RESPONSIBLE TO:** Secretary to the Leader of Opposition

**THIS POSITION SUPERVISES:**

### SECTION B: SCOPE OF DUTIES

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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 Office of the Leader of Opposition is an important branch of the National Parliament of Solomon Islands. The Opposition plays a vital role in the system of government in Solomon Islands and ensures that the Executive Government is held accountable. The main role of the Principal Administration Officer is to provide management and administrative services and assist in the day-to-day delivery of services at the Office of the Leader of Opposition.

### SECTION C: KEY DUTIES

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The officer will be required to:

- a) Under the supervision of the Secretary to the Leader of Opposition, responsible for the rendering of the day-to-day management and administration of service delivery at the Office of the Leader of Opposition.
- b) Assist in handling matters that are related to appointments, housing, promotions, leave and discipline of the Political, Established and Non-Established staff of the Opposition Office by liaising with the National Parliament Office and the Ministry of Public Service.
- c) Assist in identifying needs for new or modified Human Resources policies, practices and reviews and initiating or proposing action as required.
- d) Assist in the formulation, review and execution of corporate policies.
- e) Participate in the compilation of annual staff performance evaluation reports.
- f) Maintain a filing system to retain an accurate record of the staff of the Opposition Office.
- g) Perform other duties as may be directed by the Secretary to the Leader of Opposition from time to time.
- h) Assist in identifying, liaising and selecting appropriate training programs for officers both with IPAM and other training avenues both local and overseas.
- i) Maintain contact with the Office of the Prime Minister, National Parliament and Ministry of Public Service for staff participation in relevant administrative and political conferences and seminars in the interest of a bi-partisan approach.

## **SECTION D: LIAISONS**

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- a) **Internal:**  
All NPO Staff, but specifically staff and Political Appointees (Opposition Office) especially on issues related to rentals, transport, recruitments and corporate issues
- b) **External:**  
Ministry of Public Service, Public Service Commission, Ministry of Lands and Housing

## **SECTION E: KEY RESULT AREAS**

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

- a) Weekly updates of NPO Management on recruitments, appointments and promotions submissions sent to MPS and PSC
- b) Production of staff triannual performance reports to the HRM
- c) Weekly provision of Staff attendance to work to the Executive Group
- d) Daily update of the HR Database
- e) Weekly update on staff training
- f) Compilation of the job description booklet
- g) Updating the job descriptions on quarterly basis for
- h) Settling staff rental issues

- i) Settling staff salary and payments
- j) Produce deliverables when assigned by the Clerk And HRM

## **SECTION F: CAPABILITY AND QUALIFICATION**

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### **Capabilities**

#### ***The officer must possess the following capabilities:***

- Ability to communicate information clearly both in written and verbal form
- Plan and organize work on a daily basis and report to immediate supervisor through task sharing function in the MS Outlook
- Motivate, provide counsel inspire and coordinate team members
- Compute and manoeuvre through the various softwares programs used by the HR Department to record data.
- Possess a basic knowledge of the General Orders

### **Qualifications**

Degree in Human Resources Management, or Degree in admin management

## **SECTION G: SELECTION CRITERIA**

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### **Experience**

- (a) Three (3) or more years of working experience on corporate work

### **Knowledge:**

Applicants should be able to demonstrate:

- a) Knowledge of Public Service procedures, processes and regulations including financial procedures and processes.
- b) work ethics and code of conduct
- c) Has a track record of upholding ethics and a role model in leading the way on how to conduct appropriately in the work place

### **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) Excellent word-processing and IT skills including knowledge of a range of Microsoft Office applications.
- c) Excellent written and oral communications skills.
- d) Excellent organizational skills.
- e) Develop and deliver effective customer services to Members and staff and clients.
- f) Good people management skills to direct and motivate a small team.
- g) The ability to work independently and to tight deadlines.
- h) Sound clerical and administrative skills.
- i) Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
- j) High standards of integrity and the ability to handle confidential matters

**SECTION H: TERMS AND CONDITIONS**

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- Salary per fortnight: \$2,092.85 - \$2,299.26
- Salary per annum: \$54,414.22 - \$59,780.68
- Annual Leave: 42 days per annum

Other conditions of service as outlined in the Agreement of Service upon appointment

**SECTION I: APPROVAL (BUSINESS USE ONLY)**

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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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 Clerk to Parliament/Head of Agency

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 Date Approved

Additional Comments: