



## PS FORM 6-JOB DESCRIPTION

### NATIONAL PARLIAMENT OF SOLOMON ISLANDS

1. **Post Number:** 279-00008
2. **Post Title:** Personal Secretary
3. **Level:** 6 / 7
4. **Responsible to:** Clerk to National Parliament
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 primary responsibility of the Personal Secretary is to provide administrative and secretarial services to Members of Parliament to enable them to carry out their duties effectively. Working within the general direction of the Clerk to the National Parliament of Solomon Islands, the Personal Secretary will undertake a broad range of administrative, clerical and secretarial duties which support the work of Members and the National Parliament Office in an effective and positive manner. The officer would also be required to act as an integral part of the National Parliament's staff team, and as such support the overall aims of the Parliament.

#### 6. **Duties:**

The officer will be required to:

- a) Provide administrative support services to Members of Parliament including preparation of correspondence and other documents as required.
- b) Organize and maintain diaries and schedule appointments for Members of Parliament.
- c) Perform general reception duties, including screening telephone calls, enquiries and requests, and handling them when appropriate.
- d) Assist in the collation and timely distribution of daily procedural documents, legislation and tabled documents as required.
- e) Organize and store Member's paperwork, documents and computer based information.
- f) Assist in the organization and maintenance of filing systems.

g) Perform other duties as may be directed by the Clerk from time to time.

**7. Selection Criteria – Qualifications and Experience**

**(a) Qualifications**

Certificate or Diploma in Secretarial Studies or other relevant tertiary qualification or experiences.

**(b) Experience**

Applicants should be able to demonstrate:

1. Excellent word-processing and IT skills including knowledge of a range of Microsoft Office applications.
2. Excellent written and oral communications skills.
3. Excellent organizational skills.
4. The ability to work independently and to tight deadlines.
5. Sound clerical and administrative skills.
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.

**8. Terms and Conditions**

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|--|---------------------------|---------------|
| a) Salary - Level 6/7  | \$940.09 – \$1,149.07     | per fortnight |
| b) Salary - Level 6/7  | \$24,442.26 - \$29,875.71 | per annum     |
| c) Annual Leave  | 36 days                   | per annum     |
| d) Other conditions of service as stipulated in the Agreement of Service on appointment. |                           |               |