



PS FORM 6 - JOB DESCRIPTIONS

Section A - Position Details

***MINISTRY/OFFICE:** National Parliament Office ***DIVISION:** Human Resources Department

***VACANCY NUMBER:** 279-00043 *** Aurion Position Number:**

1. **Position Title:** Principal Administrative Officer
2. **Position Level:** 8/9
3. **Salary Range:** \$45,595.05 - \$56,370.33 per annum
4. **Duty Station:** Honiara.
5. **Reporting Responsibilities;**
 - a) **Reports to:** The Human Resource Manager
 - b) **Subordinate Reports:** Senior Admin. Officer

Section B – Liaisons

- a) **Internal:**
All NPO Staff, 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 C - Scope of Duties

This position will contribute to the organisations functions and strategies by:

Providing a smooth coordination of HR team to tackle HR issues raise by staff and create an effective feedback and flow of information to staff in relation to issues raised. The post holder will assist the HRM, Senior Admin Officer, Deputy Clerk and the Clerk in dealing with corporate issues including recruitment and database management and keep all staff informed of all corporate events.

Section D - Key Duties

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

- i. Fill paperwork related to staff recruitment, appointments, promotions and send them to the Ministry of Public Service and follow up on progress. Also complete staff paper work for staff leave in liaison with the HRM and Clerk.
- ii. Compile annual staff performance evaluation reports
- iii. Maintain and update NPO staff attendance records and provide feedback to staff who absent with no valid explanation
- iv. Maintain and update the Human Resources Database system including Personal Information Management, Time, training, recruitment and performance and staff leave.
- v. Undertake individual staff job description and st
- vi. aff performance evaluations as per instructions of the HR Manager
- vii. Maintain up-to-date versions of staff job descriptions
- viii. Process and monitor staff's housing rentals in collaboration with the Ministry of Lands and Housing Division.
- ix. Perform other duties as directed by the Clerk

Section E - Key Result Areas

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

1. Weekly updates of NPO Management on recruitments, appointments and promotions submissions sent to MPS and PSC
2. Production of staff triannual performance reports to the HRM
3. Weekly provision of Staff attendance to work to the Executive Group
4. Daily update of the HR Database
5. Compilation of the job description booklet
6. Updating the job descriptions on quarterly basis
7. Settling staff rental issues

8. Produce deliverables when assigned by the Clerk a certain task.

Section F - Key Capabilities and Qualifications

Capabilities

The officer must possess the following capabilities:

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

Qualifications

- vi. Degree in Human Resources Management, or Degree in admin management and three or more years of work experience in corporate work.

Section G - Selection Criteria

Experience:

- (a) Have three (3) or more years of working on corporate work
- (b) Has a track record of upholding ethics and a role model in leading the way on how to conduct appropriately in the work place.

Knowledge:

- (a) possess knowledge of recruitment processes used in the Solomon Islands Public Service and the General Orders
- (b) work ethics and code of conduct

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.

Section H - Terms and Conditions

- I. Salary per fortnight: \$1,753.66 - \$ 2,168.09
- II. Salary per annum: \$45,595.05 - \$56,370.33
- III. Annual Leave: 42 days per annum
- IV. 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

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Date Approved

Additional Comments: