



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament Office

**DIVISION/SECTION:** Information Services (Library) **DUTY STATION:** Honiara

**POSITION NUMBER:** 279-00072

**MINISTRY VACANCY REF:** 1/2020

**POSITION TITLE:** Library Aid (Clerical)

**POSITION LEVEL:** Level 2.1

**SALARY RANGE:**

\$751.38 - \$821.25/per Fortnight

\$19,535.87 - \$21,352.62/per Annum

**THIS POSITION REPORTS TO:** Senior Librarian and Chief Parliamentary Librarian

**THIS POSITION SUPERVISES:** None

### SECTION B - SCOPE OF DUTIES

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The National Parliament Office is mandated to support Members of Parliament in their role in making laws for the peace, order and good governance of Solomon Islands, providing scrutiny and oversight on government budget and actions, and representing constituents.

The Division of Library Department supports the National Parliament to do this by providing a timely and efficient service in disseminating information to Members of Parliament, staff and other library users.

This position will contribute to the corporate functions and objectives of the National Parliament Office by assisting to increase the oversight capacity of Parliament through improved library and research services.

### SECTION C - KEY DUTIES

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This position is required to undertake the following duties:

1. Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a wide variety of library materials; also processing returned materials, and maintaining such materials according to alphabetical, numerical and categorical systems;
2. Performs basic processing of returned materials (check-in), and maintains such materials according to alphabetical, numerical and categorical systems and Monitor daily use of Library Resources by clients

3. Conducts shelf reading for accuracy and shifting and transporting books and other library materials to assigned areas of the library as directed;
4. Performs basic clerical tasks in support of technical support services, including performing simple mending, labelling, jacketing in preparation for circulation and minor repair of a variety of library materials;
5. Compile, Scanned, and process hard copies of newspaper articles, reports and other relevant documents ready for uploading into Digital Repository
6. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

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The incumbent of this position will have their performance assessed according to following key deliverables:

1. Ensure library materials are properly shelved according to their call numbers
2. Digital copy of materials is readily available for uploading to Digital library
3. Ensure an up to date records/statistics of users is maintained
4. Assist Members of Parliament and staff whenever the need arises
5. Assisting the department for clerical services, such as keeping budget records, procurements of stationaries, etc...
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

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### **Mandatory Qualifications**

- Must have at least have completed form 5 or 6 with 2 or more years' experience working in a library environment.
- Certificates in secretarial Studies
- Must have at least completed bookkeeping courses and Introductory to management.

### **Capabilities Required**

- Ability to identify publication details and do shelf reading of materials
- Familiar with current Parliament library software
- Good communication skills and be able to work with minimum supervision
- Be able to maintain confidentiality, neutrality and protect confidential information as required in a Parliament setting.
- Ability to effectively work with Microsoft offices and Library software applications.

## **SECTION F - KEY SELECTION CRITERIA**

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Suitability for this position will be assessed against the following key selection criteria:

KSC1 Possess the required qualification and work experiences

KSC2 Possess the ability to meet deadline.

KSC3 Maintain neutrality when dealing with Members of Parliament

KSC4 Honest, reliable and hardworking

KSC5 Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

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**Fortnightly Salary:** \$751.38 - \$821.25/per Fortnight & \$19,535.87 - \$21,352.62/per Annum

**Annual Leave entitlement:** 25 days per annum

**Other Conditions of Service relevant to this position:**

A) 20% Housing Allowance of the basic salary Per Fortnight (Applicable to Officers are not PSRS)

B) Rental eligibility of \$1,700.00.

*(for example, list the applicable housing allowance or any other benefit that is attached to the position or any allowances that are NOT available, i.e. is there budget for Housing Rental Scheme?)*

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

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**Permanent Secretary/Responsible Officer**

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**Date Approved**

*Additional Comments:*