



RS FORM 2-JOB DESCRIPTION

SECTION A: POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Hansard Department **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 279- 00239

MINISTRY VACANCY REF: 1/2022 **POSITION TITLE:** Director Hansard

POSITION LEVEL: L12/13 **SALARY RANGE:** \$3,210.61 - \$3,315.75

THIS POSITION REPORTS TO: Deputy Clerk

SECTION B: 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 Director Hansard is responsible for the management of the Hansard Department ensuring the production of impartial, timely and accurate official records of Parliamentary debates.

SECTION C: KEY DUTIE

The officer will be required to:

- Coordinate the Hansard team in assigning responsibilities to departmental staff.
- Develop and execution of the Hansard Departmental Annual Work Plan in-line with NPSI Strategy cycle and the annual Corporate work plan

- Participate in triannual strategy reviews and keep the Strategy Support unit informed of the development and progress of Hansard with respect to DAWP.
- Monitor, maintain performance records and appraise Hansard staff on a regular basis and provide feedback to individuals for improvement and or acknowledgement for achievements.
- Liaise with other Department Heads on any need to mobilize human resources to or from Hansard to assist in Parliament programs and activities.
- Coordinate Hansard staff meetings
- Produce business cases for Hansard needs and liaise with the Executive Group in respect of that particular need.
- Provide the Speaker and the Clerk through Management meetings with monthly updates of Hansard DAWP progress
- Responsible for final approval/rejection of all Hansard deliverables before uploading or sending off for public access and use.

SECTION E: QUALIFICATION AND CAPABILITY

Qualification

- Bachelor Degrees in Arts English literature, linguistic, English communication or related field, with 5 or more years of working experience in Hansard work or management.

Capabilities

The officer must possess the following capabilities:

- Indexing
- Management skills
- Administrative skills
- How to upload information onto Parliament website

SECTION G: SELECTION CRITERIA

Experience:

5 or more years of progressive publishing experience, a minimum of 3 years' experience working in a Admin Management driven by adherence to strict deadlines. An equivalent combination of related education, training and experience may be considered.

Knowledge:

- General Orders/Policies
- Hansard Style Guide
- Policies and procedures and other laws for improving work environment and quality of work
- Knowledge of parliamentary and Hansard procedures and styles and willingness to learn more.
- Extensive word processing experience and familiarity with Hansard styles, format and layout 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
- High speed audio transcription and keyboard skills.
- 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

SECTION H: TERMS AND CONDITIONS

- Salary per fortnight: **\$3,210.61 - \$3,315.75**
- Salary per annum: **\$83,475.79 - \$86,209.38**
- Annual Leave: **28 days per annum**
- Rental Entitlement \$3,700 or Housing allowance \$321.06

Other conditions of service, 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.



19/04/2022

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Clerk to National Parliament/Head of Agency

Date Approved:

Additional Comments: