



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament Office

DIVISION/SECTION: Procedures Office

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00270

MINISTRY VACANCY REF: 1/2022

POSITION TITLE: Principal Procedures Officer

POSITION LEVEL: Level 8/9

ANNUAL SALARY RANGE: \$54,414.22 — \$59,780.68

THIS POSITION REPORTS TO: Chief Procedures Officer

THIS POSITION SUPERVISES: None

SECTION B - SCOPE OF DUTIES

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 Procedure Office supports the National Parliament Office to do this by providing procedural and legal advice to the Speaker, Clerk and Members of Parliament on matters relating to the business of the House.

This position will contribute to the corporate functions and objectives of this Ministry by helping to improve the legislative process in Parliament and the capacity of Parliament to provide effective oversight.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Assist in conducting research into parliamentary practices and procedures and provide procedural briefs to supervisor and stakeholders when needed.
- Assist to record, update, file and maintain the Procedures Office database ensuring updated and accurate information are available when needed by the Speaker, Clerk and MPs.
- Assist in coordinate the Interaction of Independent Oversight Institutions ensuring they collaborate effectively in performing their functions as in objective 3.4 of the Parliament Strategy.
- Assist in Compiling and providing reports and records by indexing past records of Bills, Motions and Documents tabled in Parliament.
- Involve in the provision of Procedural and [legal] advice and statistics to the Clerk, Speaker and MPs when needed.

- Assist to publish on the Parliament website and distribute to stakeholders, House meeting papers such as Provisional Order Papers, Order Papers, Business Papers and Minutes of Proceedings.
 - Undertake administrative, secretarial and logistical duties in relation to procedural activities.
 - Perform the functions and duties of the Chief Procedures Officer when absent.
 - Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.
-

SECTION D - KEY DELIVERABLES

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

- Thoroughly researched information provided in the form of briefs to supervisor, or the Clerk, Speaker and MPs when requested.
 - Procedures Office electronic drive and databases are updated and easily accessible and retrievable for stakeholders to use.
 - New Standing Orders developed and completed with consultation done with Members of Parliament and Parliamentary Committees.
 - Oversight Institutions led by Parliament produce a cooperative work programme on scrutiny of government policies and systems.
 - Reports produced and accurate records of tabled documents, motions and bills are kept up to date in the database.
 - Procedural and [legal] advice rendered to Parliament stakeholders when needed.
 - Business papers and other papers of the House are published in the Parliament website and hard copies are made available to MPs before each sitting day.
 - 100% attendance (unless on authorised leave) and compliance with Code of Conduct
-

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Bachelor's degree in Law or a Bachelor's degree in Political Science or History Politics with 3 or more years working experience.

Desirable Qualifications

- Desirable to have a degree in Public Policy, information System.

Capabilities Required

- Research skills
 - Report writing skills
 - Excellent communication skills both in oral and written communication
 - Computer skills in using Microsoft Office programmes
 - Ability to find solutions to problems & able to work under minimal supervision
 - Excellent interpersonal skills
 - Ability to take instructions carefully
-

- Have some administrative, secretarial and logistical knowledge and experiences

SECTION F - KEY SELECTION CRITERIA

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

- KSC1.** Must have at least 2 years of experience in research & report writing work
- KSC2.** Must be able to demonstrate good communication & interpersonal skills
- KSC3.** Must be able to show some knowledge of Public Service Code of Conduct & GO, Constitution, and Parliamentary Standing Orders
- KSC4.** Must be able to take instructions carefully & respond to instructions appropriately
- 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

- **Fortnightly Salary:** \$2,092.85 — \$2,587.45
- **Annual Salary:** \$54,414.22 — \$59,780.68
- **Annual Leave entitlement:** 28 days
- **Housing Allowance:** \$209.29
- **Rental eligibility after probation:** \$2,900

Other conditions of service, outlined in the Agreement of Service upon appointment.

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:



19/04/2022

.....
Permanent Secretary/Responsible Officer

.....
Date Approved

Additional Comments: