



PS FORM 6-JOB DESCRIPTION

NATIONAL PARLIAMENT OF SOLOMON ISLANDS

- 1. Post Title: Receptionist**
- 2. Level: 2**
- 3. Responsible to: Deputy Clerk through the Human Resources Manager**
- 4. 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 purpose of this position is to provide receptionist service to the National Parliament office, the position of the receptionist is very important as the receptionist is the first point of contact for the public. The receptionist depicts the standard of Parliamentary services that is provided not only internally to the Speaker and members of Parliament but also to the Public.

Duties:

The officer will be required to:

- a) Answer incoming phone calls at the reception area in a timely and professional manner.
- b) Provide professional customer service to all visitors to the National Parliament
- c) Direct visitors to appropriate contacts within National Parliament Office
- d) Sorting out of incoming and outgoing mail
- e) Arranging appointment with guest to meet with office staff
- f) Data entry and workplace communication.
- g) Assist in other Office task when required to do so

7. Selection Criteria – Qualifications and Experience

(a) Qualifications

Diploma in a similar field such as secretarial studies

Good typing ability

(b) Experience

Applicants should be able to demonstrate:

1. One year experience in receptionist duties
2. Ability to Type and knowledge of Information technology skills
3. Knowledge of Microsoft Office or other relevant systems.
4. Good standard of numeracy and literacy
5. Handling of internal and external telephone and communication systems
6. effective team working skills;
7. excellent interpersonal and communication skills
8. a high level of organizational skills;
9. precise attention to detail;
10. ability to multi task
11. diplomacy and sensitivity when working with clients;

8. Terms and Conditions

- a) Salary - Level 2 \$559.50 - \$ 611.53 per fortnight
- b) Salary - Level 4/5 \$14,546.91-\$15,899.81 per annum
- c) Annual Leave 30 days per annum
- d) Other conditions of service as stipulated in the Agreement of Service on appointment.

9. Certification

Incumbent (<i>if applicable</i>)		
Name:	Signature:	Date:
Supervisor		
Name: Florence Naesol	Signature:	Date:
Clerk to Parliament		
Name: Taeasi Sanga	Signature	Date: