



## PS FORM 6 - JOB DESCRIPTIONS

### Section A - Position Details

**\*MINISTRY/OFFICE:** National Parliament Office    **\*DIVISION:**  
**\*VACANCY NUMBER:** 279-00248                      **\*Aurion Position Number:**

1. **Position Title:** Committee Secretary
2. **Position Level:** 10/11.                      **Salary Range:** \$2,177.90 - \$2,396.52
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
  - a) **Reports to:** Director Committees
  - b) **Subordinate Reports:**

### Section B– Liaisons

- a) **Internal:**
  - a. All Chairman of Parliamentary Committees
  - b. Members of Parliamentary Committees
  - c. Members of Parliament
  - d. Parliament staff
- b) **External:** Government Departments, Private Organisations, members of the public and other interested parties

### Section C - Scope of Duties

This position will contribute to the organisation functions and strategies by;

Directly supporting the work of Parliamentary Standing Committees in organising Committee inquiries and Public Hearings into issues of national interest, Scrutiny of proposed legislations (Bills), Organise Committee site visits and provide Parliamentary Committees with accurate, updated and thoroughly researched information through Committee briefs. The Committee Secretariat ensures Parliament fulfils its Constitutional mandate as the law making body, as an institution that scrutinizes government

actions and budgets and a forum for debate of national issues with Members of Parliament representing the voice of the people they represent.

The Parliamentary Committee System operates as a key contributor to effective Parliamentary operations. Committee Secretaries engage in a range of important activities that ensures the work of Parliamentary Committees are conducted in accordance with parliamentary laws, practices and Standing Orders. The Committee Secretary is responsible for all aspects of directing and managing one or more committees of the National Parliament and render assistance to the Clerk in the provision of advice on practice and procedure in the Chamber. Committee Secretaries work as part of a team in the Parliamentary Committees Secretariat of the National Parliament Office.

### **Section D - Key Duties**

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

1. Assist the Public Accounts Committee Secretary in undertaking research on matters of public interest addressed by the Public Accounts Committees and the Public Expenditures Committee.
2. Analyze Appropriation Bills, interpret audit reports and financial statements, and render apolitical advise to the Public Accounts Committee and Public Expenditure Committee
3. Prepare comprehensive, apolitical briefings on a range of legislative or other Committee matters before Parliament or on issues of current interest.
4. Prepare high quality written material in the form of committee reports, background papers, correspondence and media releases for Parliamentary Committees.
5. Plan, oversee and give direction to committee inquiries and research projects to ensure that reports prepared are authoritative, meet defined needs and quality standards and are capable of withstanding challenge and scrutiny in the House, by the Executive and in the public domain.
6. Respond to enquiries from the Chair and Members of committees for oral and written advice on committee practice and procedure to ensure that the committee operates according to Standing Orders, the terms of reference for the inquiry and any other relevant authority.
7. Organize public hearings and private meetings of committees and organise committee travel within the Solomon Islands to facilitate public input into committee inquiries.
8. Conduct research and prepare draft questions for the Chair and members of a committee to facilitate the collection of evidence from witnesses..
9. Attend committee hearings to provide accurate procedural advice and prepare accurate minutes and other official records of proceedings.
10. Provide effective administrative services and maintain systems for the timely retrieval of reference and research material for dissemination to members.
11. Contribute to the public awareness and understanding of the role of the National Parliament and its committees through responding to enquiries from members of the public, government departments, private organizations and other interested parties.
12. Provide impartial, apolitical advice and exercise tact and discretion.
13. Meet deadlines and produce accurate work quickly when an issue is before parliament or a committee.
14. Assist the Clerk of the National Parliament in the House to provide effective procedural advice to the Speaker
15. Undertake other tasks as may be directed form time to time by the Clerk of the National Parliament.

## Section E - Key Result Areas

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

1. The provision and rendering of thoroughly researched briefs to the Public Accounts Committee (PAC) and the Public Expenditure Committee (PEC) on issues of national interest the PAC and PEC inquire into.
2. The provision of apolitical advice or brief to PAC and PEC or other committees on analysis, interpretation and findings on appropriation bills, audit reports and financial statements.
3. The drafting, production and tabling of PAC, PEC and Parliamentary Committee reports,
4. Successful conduction of committee inquiries and hearings resulting in tabling of committee reports.
5. Quality reports prepared and submitted to Committees
6. Committee functions and duties performed in accordance with Parliamentary procedures, laws, practice and Standing Orders.
7. Relevant questions developed for Committees to ask during inquiries and public hearings as related to appropriation bills and public expenditures and other bills brought to Parliament.
8. The rendering of advices in a form of written briefs submitted to Committee Chairs and members during committee briefings and deliberative meetings
9. Committee meetings and inquiries are conducted and minutes of the proceedings are prepared and distributed to committee members

## Section F - Key Capabilities and Qualifications

### **Capabilities**

1. Sound knowledge of parliamentary laws and practices and the operations of parliament and the machinery of government.
2. Excellent research, writing, policy analysis and skills in the interpretation of financial statements and appropriation bills.
3. Strong oral and interpersonal skills appropriate for communicating effectively with ministers, members of parliament, senior public officials and a diverse range of stakeholders.
4. High standards of integrity and the ability to handle confidential matters and provide impartial advice.
5. Capacity to participate effectively in small teams.

### **Qualification**

6. Bachelor's degree in accounting and financial management

## Section G - Selection Criteria

### **Experience:**

- a) Three or more years of work experience in the government or private sector with the ability to analyse and present financial information to Committees/superiors for decision making.
- b) Result oriented and deliver the expected outcomes on time
- c) Experienced in researching, data collection, data analysis and report writing based on evidence collected from data or witnesses.
- d) Experience in planning, organizing and initiative taking
- e) Experience in multi tasking and participation in small teams.

**Knowledge:**

- a) Considerable knowledge of parliamentary practice and procedures.
- b) Sound knowledge and understanding of the Constitution, Standing Orders of Parliament and Erskine May's parliamentary practices and procedures.
- c) Expertly knowledgeable about the various systems of representative government and of the basic tenets of parliamentary democracy.
- d) Knowledge of financial legislation governing the Public Service.
- e) Sound knowledge of parliamentary law and practice and the operations of parliament and the machinery of government

**Skills and ability:**

- a) Ability to understand and comply with the public service Code of Conduct and follow all SI laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.
- b) Ability to take notes at meetings and to prepare minutes of proceedings.
- c) Ability to plan, organize and supervise the activities of a group of subordinates engaged in the provision of procedural, research and administrative support services.
- d) Demonstrated ability to produce high quality analytical and written work in the form of research papers, briefs and reports.
- e) Demonstrated ability to express ideas tactfully, clearly and concisely, both orally and in writing.
- f) Ability to maintain confidentiality at all times.
- g) Ability to develop and maintain effective working relationships with Members of Parliament, fellow employees and the public.
- h) Sound knowledge of Microsoft Word, Outlook, Excel and Access

**Section H - Terms and Conditions**

- (a) Salary per fortnight: \$2,177.90 - \$2,396.52
- (b) Salary per annum: \$56,625.49 – \$62,309.64
- (c) Annual Leave: 42 Days
- (d) 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: