



PS FORM 6 - JOB DESCRIPTIONS

Section A - Position Details

***MINISTRY/OFFICE:** National Parliament Office ***DIVISION:** Human Resources Department

***VACANCY NUMBER:** 279-00009 ***Aurion Position Number:**

1. **Position Title:** Senior Administrative Officer
2. **Position Level:** 7/8 3. **Salary Range:** \$1,460.20 – \$1,646.54 per fortnight
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
 - a) **Reports to:** Principal Admin Officer
 - b) **Subordinate Reports:** Clerical Officer, Registry staff

Section B – Liaisons

- a) **Internal:** All NPO Staff,
- b) **External:** MPs Domestic Servants,

Section C - Scope of Duties

This position will contribute to the organisation functions and strategies by improving the services provided by the HR department in advocating for the improvement of the welfare MPs and staff and therefore strengthen the corporate services functions. This include the following

1. Maintain and update the HR Database, facilitate raising of salary authority forms for overtime and allowances
2. Check payroll, raise Salary Authority Forms for allowances and salaries for NPO staff, MP's and MP's domestic servants.
3. Liaise with the payroll section of the Ministry of Finance and resolve any payroll issues.
4. Support HODs in monitoring and processing staff incremental awards as recommended by departmental heads and approved by the Clerk
5. Oversee the effective performance of the Parliament Registry Office staff and report to the HRM.
6. Perform other duties as may be directed by the Clerk from time to time.

Section D - Key Duties

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

- i. Prepare & manage payroll entitlement & allowance including MPs allowances
- ii. Manage & monitor payroll system on expenditure against fortnightly & annual budget & reporting, preparing, submission regularly financial reports to HRM/CAO
- iii. Provide advice to management based on analysis of expenditure against budget.
- iv. Ensure accuracy of data entry into the HR data system through monitoring & reviewing with processing general payroll system.
- v. Compile & review payroll reports including fortnight expenditure and annual report.
- vi. Update staffs and provide oversight of payroll payable function to ensure compliance with relevant policies and procedures and assist with preparation of period reporting.

Section E - Key Result Areas

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

- i. Timely submissions of MPs, staff, and MPs domestic servants' allowances to the Ministry of Finance and regular follow up on progress.
- ii. Provision of fortnightly financial reports to the HRM and Deputy Clerk
- iii. Provision of fortnightly budget advice based on expenditure analysis
- iv. Input of accurate data in the HR database
- v. The compilation of payroll report on a fortnightly basis
- vi. Provision of payroll updates to staff on a fortnightly basis

Section F - Key Capabilities and Qualifications

Capabilities

- i. Knowledge of Public Service procedures, processes and regulations including administration and financial procedures and processes.
- ii. Excellent word-processing and IT skills including knowledge of a range of Microsoft Office applications.
- iii. Excellent written and oral communications skills.
- iv. Excellent organizational skills.
- v. Ability to develop and deliver effective customer services to Members and staff and client of the Parliament.
- vi. Good people management skills to direct and motivate a small team.
- vii. The ability to work independently and to tight deadlines.
- viii. Sound clerical and administrative skills.
- ix. Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
- x. High standards of integrity and the ability to handle confidential matters.

Qualifications

- i. Possess a degree or diploma in human resources management or a degree or diploma in admin management.

Section G - Selection Criteria

Experience:

- (a) Has three or more years of work experience in HR and corporate work
- (b) Has a record of upholding and promoting ethical and moral conduct in the work place

Knowledge:

- (a) Possess knowledge of the General Orders, Financial Instructions, Public Service Commission Regulations and the Code of Conduct.

Skills and ability:

- (a) Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

Section H - Terms and Conditions

- (a) Salary per fortnight: \$1,460.20 – \$1,646.54
- (b) Salary per annum: \$37,965.24 - \$42,813.89
- (c) Annual Leave: 42 days leave
- (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: