



## RS FORM 2-JOB DESCRIPTION

### NATIONAL PARLIAMENT OF SOLOMON ISLANDS

1. **Post Number:** 279-00012
2. **Post Title:** Clerical Officer
3. **Level:** 4/5
4. **Responsible to:** Clerk to National Parliament
5. **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 the Clerical officer is to provide quality secretarial and administrative support to divisional heads and their staff to ensure the efficient and effective day-to-day operation of the Parliament. Duties of the position include operating various types of office equipment, keeping of various records and registers in accordance with the Parliament's requirements, dealing with all official correspondence and ensuring the safe custody of all official files, documents and papers.

#### 6. **Duties:**

The officer will be required to:

- a) Maintain the filing system of the National Parliament Office including the updating of the folio numbering, tracking the B/U system for action by staff, and the preparation, filing, and retrieval of files for officer's attention.
- b) Maintain the document tracking database for official correspondence and submissions.
- c) Dealing with general enquiries.
- d) Receiving of official incoming mail and issuing of outgoing mail.
- e) Prepare routine correspondence when necessary.
- f) Proper maintenance of shadow card.
- g) Ordering and maintaining office stationeries and stores requirements.
- h) Maintain all items required for Registry.
- i) Ensure the safe custody of files, documents and papers for the Office.
- j) Review and update the filing practices and systems of the National Parliament Office.

- k) Perform other duties as may be directed by the Clerk from time to time.

**7. Selection Criteria – Qualifications and Experience**

**(a) Qualifications**

Tertiary Qualification or equivalent experience in Secretarial Studies and/or Office Administration and Management.

**(b) Experience**

Applicants should be able to demonstrate:

1. Good knowledge of Public Service procedures, processes and regulations including the General Orders, Public Service Regulations and Financial Instructions.
2. Working knowledge of best practice in the provision of support services and clerical duties including the maintenance of an organizational filing system.
3. Excellent word-processing and IT skills including knowledge of a range of Microsoft Office applications including database management and tracking systems.
4. Excellent written and oral communications skills.
5. Ability to develop and deliver effective customer services to Members and staff and clients of the Parliament.
6. The ability to work independently and to tight deadlines.
7. Sound clerical, administrative and organizational skills.
8. Flexibility and adaptability to meet a range of different tasks.
9. High standards of integrity and the ability to handle confidential matters.

**8. Terms and Conditions**

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| a) Salary - Level 4/5  | \$940.36 – 1128.43    | per fortnight |
| b) Salary - Level 4/5  | \$24449.36 – 29339.18 | per annum     |
| c) Annual Leave  | 36 days               | per annum     |
| d) Other conditions of service as stipulated in the Agreement of Service on appointment. |                       |               |