



RS FORM 2-JOB DESCRIPTION

NATIONAL PARLIAMENT OF SOLOMON ISLANDS

SECTION A: POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Civic Education Department **DUTY STATION:** Honiara

POSITION NUMBER (HRMIS): 279- 00256 **MINISTRY VACANCY REF:** 1/2020

POSITION TITLE: Principal Civic Officer

POSITION LEVEL: L8/9 **SALARY RANGE:** \$2,092.85 - \$2.299.26

THIS POSITION REPORTS TO: Director Civic Education Officer

THIS POSITION SUPERVISES:

SECTION B – SCOPE OF DUTIE

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. 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 facilitate citizen engagement with the National Parliament and develop public knowledge on representative democracy, promote and educate the general public on the role and functions of the parliament of Solomon Islands, including planning and facilitating visits to parliament by schools and community groups, design educational materials and deliver parliamentary and civics education programs to schools and communities.

SECTION C – KEY DUTIES

(Key Accountabilities)

1. Participate in the formulation, review and implementation of the National Parliament Strategic Plan

2. carrying out administrative duties within the PCEU
3. Compiling data and produce reports on PCEU activities, projects, and corporate programs of which such data and reports forms a basis of the PCEU section in the Parliamentary Strategy Annual Report.
4. Coordinate the School Outreach programs of the PCEU.
5. Coordinate Curriculum Support programs.
6. Execute other administrative responsibilities provided by the director of PCEU or executive of the National Parliament.

SECTION D – QUALIFICATION CAPABILITY AND EXPERIENCE

Qualification

A Bachelor degree in Education or Relevant teaching experience will be preferable.

Capability & Experience

- 1) Excellent knowledge and experience in the field of Education/or Civic Education
- 2) Excellent research, writing and publication skills, including curriculum and development, design and production of informational and educational pamphlets, brochures and other relevant documents;
- 3) Good understanding of role of parliament and the system of government in the Solomon Islands and the ability to rapidly acquire knowledge for the purpose of teaching and the dissemination of information.
- 4) Sound organizational and project management coordination and administrative skills including the ability to undertake multiple tasks and projects and meet deadlines;
- 5) Excellent public relations skills including the ability to liaise with educational authorities and deliverer of civic education programs in the Solomon Islands;
- 6) Strong oral and interpersonal skills to communicate effectively with ministers, members of parliament, senior public Officials and range of stakeholders;
- 7) High standard of integrity and the ability to handle confidential matters and provide impartial advice;
- 8) Strong leadership skills to communicate effectively with ministers and provide impartial advice;
- 9) Good information management skills including ability to use and manage a range of computing software.

SECTION E – TERMS AND CONDITIONS

- Salary per fortnight: \$2,092.85 - \$2,299.26
- Salary per annum: \$54,414.22 - \$59,780.68
- Annual Leave: 42 days per annum

Other conditions of service as outlined in the Agreement of Service upon appointment

SECTION F – 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: