



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament Office

DIVISION/SECTION: Administration

DUTY STATION: Honiara

POSITION NUMBER: 279-00071

MINISTRY VACANCY REF: 1/2020

POSITION TITLE: Orderly

POSITION LEVEL: 2

SALARY RANGE: \$751.38 - \$821.25/per Fortnight

\$19,535.87 - \$21,352.62/per Annum

THIS POSITION REPORTS TO: Human Resource Manager

THIS POSITION SUPERVISES: None

SECTION B - SCOPE OF DUTIES

The Office of the Independent Group closely works with the Parliament and consist Members of Parliament who has no party affiliation but work as Independent Members of Parliament.

The Orderly position is an important position responsible for timely delivery of official correspondences, mails, records coming into and going out of the office.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- 1) Register and distribute efficiently and in a timely manner all mails, materials, records, items and documents from the Independent Office to designated destinations.
- 2) Daily check and collect from the Parliament Registry and other designated pigeon holes of the Office of the Independent Group in respective government ministries/agencies and deliver mails, materials, records, items and documents to the Office of the Independent Group .
- 3) Liaise with the Parliament registry team and the Parliament Orderly officer collaborating on timely delivery and posting of mails and correspondences
- 4) Liaise with government and private couriers to ensure timely and secured dispatching of mails, documents and items
- 5) Maintain and update records in the Office mails
- 6) Undertake any other duties as reasonably required or directed by the Leader of the independent group /supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Applicants should be able to demonstrate:
 - 1) Collect and deliver mails to the Office or destiny in a timely manner
 - 2) Timely and routine checks of the Parliament registry and designated pigeon holes in respective ministries for mails and correspondences.
 - 3) Collaborated with Parliament Orderly Officer and the Registry unit and efficiently circulate mails, correspondences, materials and information on time
 - 4) Closely worked with private couriers and ensure safety and confidentiality of mails, documents, correspondences are maintained.
 - 5) Keep updated records of mails and correspondences delivered from or into the office.
 - 6) 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Minimum educational level achieved Form 5 or 6 with relevant customer service and logistic experience
- Diploma in Human Resources management or admin management or secretarial

Capabilities Required

- Data input using Microsoft and excel
- communication skills using Ms Outlook and MS office programs
- Skills of coordinating team work

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1. Education level from Form 5 or higher
- KSC2. Possess 3 to 4 years of work experience in related field
- KSC3. Understands the duties of the Orderly officer
- KSC4. Possess excellent interpersonal skills
- KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

- a) Salary per fortnight: \$751.38 – \$821.25 fortnight
- b) Salary per annum: \$19,535. 87 - \$ 21,352.62
- c) Annual Leave: 25 days
- d) Other conditions of service as outlined in the Agreement of Service upon appointment

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: