



## RS FORM 2 - JOB DESCRIPTIONS

### SECTION A: POSITION DETAIL

**MINISTRY/AGENCY/OFFICE:** National Parliament of Solomon Islands

**DIVISION/SECTION:** Office of the Clerk

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279- 00045

**MINISTRY VACANCY REF:** 1/2023

**POSITION TITLE:** Executive Personal Secretary (Leader of Independent)

**POSITION LEVEL:** L8/9

**SALARY RANGE:** \$2,092.85 - \$2.299.26

**THIS POSITION REPORTS TO:** Clerk

**THIS POSITION SUPERVISES:** none

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### SECTION B: SCOPE OF DUTIES

This position will contribute to the organisation functions and strategies by; supporting and managing the work of the Leader of Independent, Clerk to Parliament and National Parliament as an Organization

The Clerk oversees the daily administration and operations of the National Parliament of Solomon Islands and the National Parliament office. This position will provide executive, administrative and confidential secretarial support to the Leader of Independent, focussing on the management of the Leader's professional work.

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### SECTION C: KEY DUTIES

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

- Provide high level of executive, administrative and confidential secretarial support to the Leader of Independent, including liaising with Ministers, Members of Parliament, the Clerk, Deputy Clerk, and Senior Management.
- Manage the Office of the Leader of Independent including diary maintenance, arranging and scheduling appointments and meetings, dealing with the Leaders correspondence and maintain the Leader's filing system.
- Organize visits and receive dignitaries, VIPs and other important officials.
- Assist in the planning of parliamentary protocol and events hosted by the Leader of Independent.
- Assist in gathering of information, provision of reports and preparation of background material as required by the Leader of Independent.
- Liaise with High Commissioners, Ambassadors, Consuls, organizations and individuals at all levels within the private and public sectors in order to collect and/or impart information.
- Organize all travel arrangements for Leader of Independent including liaising with relevant authorities.
- Taking and transcribing shorthand dictations from the Leader of Independent, including attending and recording minutes and meetings with visiting dignitaries.

- Perform other duties as may be directed by the Leader of Independent from time to time.
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#### **SECTION D: LIAISON**

- **Internal:** Leader of Independent, Clerk to Parliament, Deputy Clerk and NPO staff
  - **External:** Ministers of the Crown, Permanent Secretaries, Public Officers
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#### **SECTION E: KEY RESULT AREA**

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

- Leaders programs and activities involving Ministers, Members of Parliament, the Clerk, Deputy Clerk, and Senior Management are well coordinated and organised with the flow and access to information and communication between the office of the Leader of Independent, Clerk's Office and officials.
  - The Leader of Independent is kept informed and managed on daily appointments, filing system, correspondences, meeting schedules and other administrative commitments
  - Visits of Officials' and dignitaries are organized and coordinated.
  - Official events hosted by the Leader of Independent are planned and organised with relevant dignitaries informed and updated on the program.
  - Leader of Independent is kept updated, informed and furnished with relevant information.
  - Information collected and or imparted to relevant authorities from the Office of the Leader of Independent on time.
  - Travelling arrangements, including flights, accommodation and ground transportation are coordinated and arranged in a timely manner.
  - Minutes of Leader of Independent meetings with dignitaries and officials produced and stored in the appropriate folder.
  - Other duties as directed by the Leader of Independent from time to time are executed and results are delivered on time.
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#### **SECTION F: QUALIFICATION AND CAPABILITY**

**Qualifications:**

- Bachelor degree in Public Administration and Management, or Diploma/certificate in office Administration and management with equivalent experience in secretarial work.
  - Minimum of three years working experience
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#### **SECTION G: KEY SELECTION CRITERIA**

**Experience:**

- Demonstrated experience in the provision of high level, confidential, secretarial and administrative support at senior management level for more than 3 years
- Experience with databases, Microsoft Outlook, and calendaring software
- Experience in the development and maintenance of filing and information systems.

**Knowledge:**

- Possess knowledge of government systems and operations

- Have knowledge of General Orders and Public Service code of conduct
- 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.

**Skills and ability:**

- Strong Well-developed communication and interpersonal skills including the ability to communicate effectively and tactfully and to build and maintain relationships at all levels.
- Ability to work in a team and coordinate team work.
- Ability to develop and deliver effective customer services to Members and staff and clients of the Parliament.
- Proven ability to draft and prepare correspondence, such email, letter, memo, minutes, reports and other documents
- Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
- Demonstrate High standards of integrity and the ability to handle confidential matters.
- Highly developed computer and keyboard skills, including knowledge of Microsoft Office suite of software packages.
- Demonstrated organisation and time management skills and ability to effectively operate with minimal guidance and exercise initiative and discretion.
- Ability to work in a team

**SECTION H: TERM AND CONDITION**

- Salary per fortnight: \$2,092.85 - \$2,299.26
- Salary per annum: \$54,414.22 - \$59,780.68
- Annual Leave: 28 days
- Housing allowance: \$209.29, Rental eligibility: \$2,900

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.



04/04/2023

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Permanent Secretary/Head of Agency

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Date Approved

Additional Comments: