



## RS FORM 2-JOB DESCRIPTION

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### SECTION A – POSITION DETAILS

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

**DIVISION/SECTION:** Director Parliamentary committee Secretariat

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 279-00243 **MINISTRY VACANCY REF:** 1/2023

**POSITION TITLE:** Director Committees

**POSITION LEVEL:** L12/13

**SALARY RANGE:** \$3,210.61 - \$3,315.75

**THIS POSITION REPORTS TO:** The Deputy Clerk to National Parliament

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### SECTION B – 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. The role of the National Parliament is to make laws, represent constituents and to scrutinize government action including expenditure of public funds.

The Parliamentary Committee structure operates as a mechanism that contributes to the effective operations of Parliament. Committee Secretaries engage in a range of important activities that ensure the work of committees is conducted in accordance with parliamentary law and practice. The Committee Director is responsible for all aspects of leading, directing and managing the operations of the Committee Secretariat.

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### SECTION C – LIAISON

- a) Internal
  - Parliament standing committee
  - Members of Parliament
  - Parliament Staff
- b) External
  - Government Ministries
  - Private Organization
  - Members of the Public
  - Provincial Executives

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## SECTION D – KEY DUTIES

*The officer will be required to:*

- a) Lead, and manage the daily operation of the Office of the Committee Secretariat in accordance with parliamentary laws and practices and support the work of the Parliamentary Committees.
- b) Prepare Committee Secretariat *Departmental Annual Work Plan (DAWP)* and participate in the triannual reviews of DAWP as well as implementation of the NPSI strategic plan
- c) Represent the Committee Secretariat Department during departmental heads meetings as well as monthly presentation to the Speaker.
- d) Conduct *Committee Secretariat* staff performance appraisals through open dialog process and provide feedback to individual team members.
- e) Coordinate and assign staff and resources to each Committee to ensure adequate resources are available to Committees to effectively carry out their mandates
- f) Identify skills and training needs of the Members of Parliament and the Committee Secretariat and collaborate with the Human Resource Manager in facilitating training programs that meet the needs.
- g) Plan, oversee and give direction to committee inquiries and research projects to ensure that reports prepared are authoritative, meet defined needs and quality standards and are capable of withstanding challenge and scrutiny in the House, by the Executive and in the public domain.
- h) Contribute to the public awareness and understanding of the role of the National Parliament and its committees through responding to enquiries from members of the public, government departments, private organizations and other interested parties.
- i) Consult other departmental heads in terms of human resource allocations especially with the need for other departments to assist with committee activities such as inquiries.
- j) Undertake other tasks as may be directed from time to time by the Clerk to the National Parliament.

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## SECTION E – KEY DELIVERABLES

*Performance is assessed according to the following deliverables:*

- Successfully managing, coordinating and monitoring the daily operation of the Committee Secretariat office.
- Providing accurate records, data and coordinate staff performance and output
- Successfully developing and creating department Annual Work plan.
- Timely review, update and revise of Committee Secretariat job descriptions
- Timely produce and presenting of legislative reports and brief.
- Successfully conducts of committee hearings.

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## SECTION F - KEY SELECTION CRITERIA

### Experience

#### *Applicants should be able to demonstrate:*

- + Corporate Competencies
  - Demonstrate commitment to the NPO mission , vision and values
  - Displays cultural, gender, religion , race nationality and age sensitivity and adaptability
  - Functional Competencies
- + Management skills:
  - Excellent organizational and staff management skills
  - Ability to supervise staff
  - Able to carry out functions delegated by supervisor
- + Verbal and written Communications
  - Demonstrated written skills with ability to undertake investigations and prepare necessary report's recommendations and correspondences
- + People Skills
  - High level interpersonal and communication skills with a proven ability to negotiate and communicate effectively with stakeholders at all levels with a strong emphasis on confidentiality.
  - Analytical and problem solving skills with a proven ability to interpret relevant facts and provide authoritative advice to staff
  - Demonstrated capacity to participate effectively in small teams

### Knowledge

- Sound knowledge of parliamentary law and practice and the operations of parliament and the machinery of government.
- Excellent research, writing and policy analysis skills.
- Sound administrative and project management skills.
- Strong interpersonal and communication skills.
- High standards of integrity and the ability to handle confidential matters and provide impartial advice.
- Capacity to participate effectively in small teams.
- Good information management skills including ability to use and manage a range of computing software.

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## SECTION G – QUALIFICATION AND CAPABILITIES

### (a) Qualifications

- Tertiary qualifications in a relevant discipline such as law, public administration, commerce, political science, governance, or public policy.
- Minimum of 5 years working experience

**a) Key capabilities**

- Possess the ability to lead, direct, motivate committee secretariat officer
- Possess the ability to work independently and interpedently and able to meet tight deadlines.
- Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
- High standards of integrity and the ability to handle confidential matters and remain apolitical.
- Has the ability to produce budget bids, execute development plan
- Ability to coordinate stakeholders involve in hearing.

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**SECTION H – TERMS AND CONDITIOS**

- Salary per fortnight: \$3,210.61
- Salary per annum: \$83,475.79
- Annual Leave: 28 days
- Housing Allowance: \$321.06 or Rental entitlement: \$3,300

**SECTION I – APPROVAL ( Business use only)**

This job description is approves on the basis that I believe it accurately reflects the requirements of the position and will assist the ministry/office to achieve if corporate objectives:



03/05/2023

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**Clerk to National Parliament**

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**Date Approved:**

***Additional Comments:***