



RS FORM 2 - JOB DESCRIPTIONS

SECTION A- POSITION DETAILS

MINISTRY/AGENCY/OFFICE: National Parliament of Solomon Islands

DIVISION/SECTION: Office of the Clerk

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 279-00232

MINISTRY VACANCY REF: 1/2023

POSITION TITLE: Human Resources Manager

POSITION LEVEL: L12/13

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

THIS POSITION REPORTS TO: Deputy Clerk

THIS POSITION SUPERVISES: Admin Officers

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. 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 this position is to provide overall guidance to the Speaker of the Solomon Islands Parliament and in consultation with the Clerk to Parliament to provide Human Resources and Parliamentary Strategy Support.

SECTION C – LIAISON

- a) **Internal:** Clerks Office, Opposition Office, Independent Office, Accounts Department, HODs and all NPO staff.
- b) **External:** Ministry of Public service, Office of the Prime Minister, Ministry of Finance,

SECTION D – KEY DUTIES

The officer is required to undertake the following key duties:

- a) Ensure the production and roll out of a comprehensive National Parliament Office (NPO) Human Resources (HR) policy consistent with the Strategic Plan: ensure this is fully reflected in the NPO annual work plan including a proactive gender policy. Conduct seminars as appropriate to explain the policy to staff.
- b) Design and improve NPO's human resources policies, procedures and systems to best practise standards and according to Solomon Islands' public sector rules and standards to ensure staff performance is maximized.
- c) Manage organizational design and prepare the NPO establishment to register and estimates.

- d) Manage, monitor and control and maintain updated NPO attendance, leave system and payroll.
- e) Liaise with and provide authoritative and timely advice to the Speaker, Clerk and Parliamentary staff on human resources matters with a focus on best practice standards.
- f) Manage and effectively administer the recruitment, retention, performance management and when required discipline and/or termination of staff according to public sector rules and standards.
- g) Examine, analyse and interpret human resources and financial records for planning and forecasting purposes of management.
- h) Contribute to continuous improvement and change initiative as a member of a team and ensure that confidentiality is appropriately maintained.
- i) Safeguard all human resources-related documents.
- j) Contribute to gender equity through the development and implementation of an NPO gender policy.
- k) Contribute to the occupational health and safety of Members and staff.
- l) Assist in the management of the sector Administrative Officer under delegated authority from the Deputy Clerk and the procurement officer.

SECTION E – KEY DELIVERABLES

Performance is assessed according to the following deliverables:

In the area of Parliamentary Strategy Support, the candidate will –

- a) Act as the key holder of the strategic master plan copy and the NPO annual work plan, on behalf of the Deputy Clerk , Clerk and Speaker: responsible for the electronic and paper management of the documents (the insertion of updates, amendments, changes , safeguard the plans and ensure its integrity).
- b) Support the management and monitoring of the Strategic objectives and associated activities of Parliaments Strategic Plan and the production of departmental annual work plans.
- c) Co-ordinate Heads of Department monthly reporting to the NPO Management Group chaired by the Speaker in collaboration with the Secretary to the Management Group.
- d) Support the facilitation of an Annual Parliamentary Strategy Seminar, chaired by the Speaker, at which Parliament, SIG, donor stakeholders will discuss the plan in preparation for the drafting of the subsequent years annual work plans.
- e) Manage the work of the Corporate Division and HR Support Officer.
- f) In the area of Human Resources Management, the candidate is expected to –
- g) Provide accurate and reliable HR advice provided to management in a timely manner.
- h) Ensure number of vacant positions are filled in accordance with NPO recruitment plan.
- i) Prepare and finalise annual workforce budget bids within required time frame.
- j) Develop, implement, monitor, and review NPO’s Human Resource Development Plan on annual basis.
- k) Oversee and coordinate staff performance, training needs, and appraisals according to NPO’s work plans and objectives.
- l) Develop Annual Leave Roster and endorsed be ESMT.
- m) Review, and revise staff job descriptions in collaboration with departmental heads according to NPO’s work plans and objectives.
- n) Implement, monitor, and review human resource policies.
- o) Attend and participate in all Solomon Islands Government public service and human resource forums.
- p) 100% attendance and compliance with Solomon Islands Government public services rules and regulations.

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
- Technical skills
 - Excellent knowledge of public service human resources policies and procedures and best practices including relevant legislation, General Orders and Financial Instructions.
 - Working knowledge of human resources and management processes.
 - Excellent administrative, organizational and project skills.
 - Understanding the role of Parliament and the system of Government in the Solomon Islands.
- 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 clients
 - Demonstrated capacity to participate effectively in small teams

Knowledge:

- Extensive knowledge of Public Service HR and employment related laws, regulations, policies and procedures or ability to learn these very quickly.
- Well versed with the Public Service procedures, processes and regulations including financial laws, procedures and processes.
- Ability to understand and comply with the public service rules regulations and other relevant laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

Skills and ability:

- Ability to put together development budget bids using the government budget system and templates.
- Excellent IT skills and knowledge of using a range of Microsoft Office applications.

- Excellent written and oral communications skills.
- Excellent organizational skills.

SECTION G – QUALIFICATION AND CAPABILITIES

Qualification:

- A Tertiary qualification in human resource management and/or public administration and management.
- Minimum of five years relevant work experience.

Key Capabilities

- Possess the ability to lead, direct, motivate staff and coordinate the various Parliament departments and focus on the provision of parliamentary support services to Members of Parliament, staff and clients of the Parliament.
- Capable of devising strategic plan and coordinate the implementation of the National Parliament strategic plan and maintain records of implementation, for purposes of evaluation.
- Has the ability to produce development budget bids, execute development plan and coordinate stakeholders involve in Parliament development projects ensuring the yearly development project budget target are achieved within yearly time frame and within budget.
- 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.

SECTION H – TERMS AND CONDITION

- 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 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.



14/04/2023

.....
Clerk to Parliament/Head of Agency

.....
Date Approved

Additional Comments: