



**JOB TITLE: SENIOR COMMITTEE CLERK**

**CORPORATE INFORMATION**

1. Position Level : Band H
2. Salary Range : \$34,760 - \$56,596
3. Duty Station : Parliament, Suva
  
4. Reporting Responsibilities;
  - a) **Reports To:** Manager Tables and Committees
  - b) **Liases with:**

**Internal** – Head of Legislative Services, Parliamentary Staff, Office of the Deputy Secretary-General to Parliament, Office of the Secretary-General to Parliament, Office of the Hon. Speaker of Parliament, Members of the Parliament and Political Parties Caucus Officials.

**External** – Solicitor-General’s Office, relevant Government Departments/Ministries, Public Enterprises, Statutory Bodies, Private Sectors, NGO’s, Academics and Ordinary Citizens.
  - c) **Subordinates:** 2

**POSITION PURPOSE**

To provide optimum level of secretariat, administrative and procedural support to members of the Parliament Standing Committee.

**KEY RESPONSIBILITIES**

1. Ensure high quality procedural advice is provided to the Standing Committee of Parliament, which is in line with the Standing Orders of Parliament and the Values of the Department.
2. Ensure timely administrative and secretariat support to the Standing Committees, executive management and relevant internal and external stakeholders.
3. Ensure that the Standing Committee meetings are professionalized through regular reports to Manager Committees and Head of Legislative Services to raise awareness on the progress of work and most importantly issues that arise from members.
4. Ensure that the draft Committee reports are accurate, provided within the required timeframe, standards and content captures key issues from meeting deliberations.
5. Actively contribute to necessary performance assessment of support staff and ensure that it is carried out.
6. Manage the conduct of MP Survey on the Secretariat and procedural support provided to standing committees and ensures proper retention of all committee documentations.
7. Actively contribute to all corporate requirements of the Department, including planning, budgeting and selection activities where required.

**PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All procedural advice, administrative, and secretariat support to the Standing Committee are accurate, effective, and reliable and provided within the given timeframe and required standards;
2. All reporting requirements are effectively undertaken within agreed timelines and required standards;
3. All Standing Committee documentations and knowledge management initiatives are accurately retained and retrieved within specified timelines and in accordance with agreed guidelines;
4. All other agreed activities and corporate requirements of the Department, including planning, budgeting and corporate activities where required, are delivered within agreed time frames and meets specific requirements.

## **PERSON SPECIFICATION**

### **Essential Qualification:**

An Undergraduate Degree in Management & Public Administration, Business Administration, Economics, Environment, Natural Science, Geography or equivalent from a recognized institute with relevant work experience. Computing skill/literacy in computing and sound industry knowledge is preferred.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **KNOWLEDGE AND EXPERIENCE**

1. At least 3-5 years' work experience in administration, finance or in the area of logistics;
2. Working knowledge of the role of government ministries, government statutory authorities, regional and international agencies
3. Sound understanding of government policies, National Development Plan, sustainable development goals and related international conventions and agreements
4. Sound understanding of the Fijian Constitution, and other relevant policies and legislation.
5. A good working knowledge in Microsoft Office Suite and in particular Word, Excel, PowerPoint.

## **SKILLS AND ABILITIES**

1. Organizational abilities and the ability to be impartial, confidential and to make firm decisions.
2. Ability to supervise and motivate direct subordinates to achieve the Committees Unit short, medium and long term goals.
3. Demonstrated ability to manage demanding workload and tight deadline.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities.
5. Ability to build strong relationships with operational staff across units and organizations including external partners.
6. Builds trust in a team and with clients through high integrity, ethics and commitment.
7. Excellent written and verbal communication skills including public relations skills.
8. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships.

## **PERSONAL CHARACTER AND POLITICAL NEUTRALITY**

The Department of Legislature operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Department of Legislature is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.