



DEPARTMENT OF LEGISLATURE
JOB DESCRIPTION — LEGISLATIVE SERVICES DIVISION



JOB TITLE: SENIOR TABLES OFFICER

CORPORATE INFORMATION

1. Position Level : **Band H**
2. Salary Range : **Step 1**
3. Duty Station : **Government Building, Suva**
4. Reporting Responsibilities;
 - a) **Reports To:** Manager Tables
 - b) **Liaises with:** Members of Parliaments, Executive Management, Department staff and Government Ministries
 - c) **Subordinates:** Bills Officer

POSITION PURPOSE

The position supports the Manager Tables for the effective functioning of Parliament through the preparation of relevant documents for House sitting, indexing and compilation of Journals and also provide secretariat support for Select Committees.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties –

1. Provision of professional support services for all House sittings.
2. Communication/promulgation of parliament resolutions, decisions, Bills etc. to relevant Government Ministries Departments and Members of Parliament.
3. Providing adequate Secretarial support to Select Committees (Business Committee, House Committee, Emoluments Committee, Standing Orders Committee and Parliamentary Privileges Committee.
4. Provide assistance, in collating questions, motions, petitions and end-of-week statements for formulating the draft order papers and scripts for the executive management.
5. Provide for collation of statistics and journalizing of parliament papers/documents.
6. Contribution to knowledge building, knowledge sharing and knowledge management for unit and organizational development.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All policy and procedural advice given are accurate, in line with the Constitution and Standing Orders of Parliament and provided within agreed timeframes;
2. All reporting requirements are delivered accurately, in line with reporting standards and produced within given timelines;
3. High standard secretariat support services provided for all Select Committees within stipulated

meeting schedules and timelines;

4. All other agreed tasks/corporate requirements are implemented within agreed timeframes and standards

PERSON SPECIFICATION

Essential Qualification: *An Undergraduate Degree in Politics/Political Science, Business Administration or equivalent from a recognized institute with relevant work experience.*

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

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years of working knowledge on parliamentary and democratic systems of governance;
2. Good understanding of the Fijian Constitution and other subsidiary legislations and policies
3. 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 Unit staff to achieve its 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. Excellent written and verbal communication skills including public relations skills;

PERSON CHARACTER AND ELIGIBILITY

The Parliament of Fiji 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 Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji 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.

