



**JOB TITLE: DEPUTY COMMITTEE CLERK ('DCC')**

**CORPORATE INFORMATION**

1. **Position Level:** Band G
2. **Salary Range:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Government Buildings
4. **Reporting Responsibilities:**
  - a. **Reports To:** Senior Committee Clerk ('SCC')
  - b. **Liaises with:**

**Internal** – Members of Parliament and Political Parties Caucus Officials, SGP, DSG, HLS, and other Parliamentary staff

**External** – Solicitor General's Office, all other Government Departments/Ministries, Public Enterprises, Statutory Bodies, Private Sectors, NGO's, Academics and Ordinary Citizens.
  - c. **Subordinates:** 1

**POSITION PURPOSE**

The position will provide administrative and procedural support to the SCC. The incumbent will coordinate the day to day management and operations of the Standing Committee ensuring high quality efficient and effective service delivery to the Members of the Standing Committee.

**KEY RESPONSIBILITIES**

1. Timely provision of administrative and secretariat support to the Senior Committee Clerk in the facilitation of Standing Committee meetings;
2. Proactively provide high quality data, information and other resource materials in response to requests from committee members and the Secretariat;
3. Assist in the compilation of the draft Committee reports as per directives and delegation from SCC;
4. Facilitate the execution of the MP Survey and undertake analysis on the responses/feedback;
5. Active contribution to corporate requirements of the Unit and the Fiji Parliament with regards to planning, process review, and other assigned activities from corporate committees.

**KEY PERFORMANCE INDICATORS**

1. All administrative, secretariat and procedural support to the Senior Committee Clerk 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 properly kept, retrieved and analyzed within given timelines and in accordance with agreed standards;

4. All other agreed activities and corporate requirements of the Fiji Parliament, including planning, budgeting and corporate activities where required, are delivered within agreed time frames and meets specific requirements.

### **PERSON SPECIFICATION**

In addition to a Bachelor's Degree in Public Administration and Management, Accounting, Economics, Politics and/or History or equivalent from a recognized institution, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 3 years of relevant work experience in a similar role with one year of supervisory exposure or similar;
2. Sound knowledge of research methods, and facilitation of high level meetings;
3. Understanding of the Fijian Constitution, and other policies and legislations

#### **Skills and Abilities**

1. Strong analytical skills with attention to detail and accuracy
2. Demonstrated ability to problem solving, multi-tasking and be responsive to internal and external clients' needs and timelines.
3. Strong communication and interpersonal skills and the ability to build relationships with diverse stakeholders;
4. Excellent written and verbal communication skills including public relations skills.
5. Demonstrated organization skills and ability to meet timelines
6. Computer skills and compute stimulated data analysis skills for internal reviews and decision making
7. Service oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships.

### **PERSON CHARACTER AND POLITICAL NEUTRALITY**

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 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 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.