



# Parliament of the Republic of Fiji



## Job Title: Senior Tables Officer

### CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$34,760.31 - \$44,564.50
3. **Duty Station:** Parliament Complex, Government Buildings, Suva
4. **Reporting Responsibilities.**  
Reports To: Manager Tables and Committees  
Liaises with: Members of Parliaments, Executive Management, Parliament Secretariat staff and Government Ministries.
5. **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, laying out of bills and gazettes, indexing and compilation of Journals and providing 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, Special Committees, Standing Orders Committee and Privileges Committee)
4. Assist 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 laying out of bills and gazettes, 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, Law, 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 of parliamentary and democratic systems of governance;
2. Good understanding of the Fijian Constitution and other subsidiary legislations and policies
3. A good working knowledge of Microsoft Office Suite and in particular Word, Excel, and 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;
6. Service-oriented approach and ability to develop, coordinate and maintain stakeholder relationships.
7. A good working knowledge of Microsoft Office programs and in particular Word, Excel, and PowerPoint.

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

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

All applicants for employment in the Parliament of the Republic 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 the Republic 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.