



## JOB TITLE: SENIOR COMMITTEE CLERK

### CORPORATE INFORMATION

1. Position Level : Band H
2. Salary Range : \$34,760.31 - \$44,564.50
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 the Standing Committee of Parliament receives high-quality procedural advice in accordance with the Standing Orders of Parliament and the Values of the Parliament of Fiji.
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 professionalised through regular reports to the 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, and that the standards and content capture 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 the MP Survey on the Secretariat and procedural support provided to standing committees and ensure proper retention of all committee documentation.
7. Actively contribute to all corporate requirements of the Parliament of Fiji, 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 Parliament of Fiji, 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 Politics/Political Science, Law, Business Administration or equivalent from a recognized institute with three years of 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 work experience in administration, finance, or 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 of the Microsoft Office Suite, particularly 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 direct subordinates to achieve the Committee's Unit's short-, medium-, and long-term goals.
3. Demonstrated ability to manage demanding workloads and tight deadlines.
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 organisations, 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, coordinate and maintain stakeholder relationships.

## **PERSONAL 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 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.