



JOB TITLE: ASSISTANT COMMITTEE CLERK

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: Committees Unit, Legislative Services Division

4. Reporting Responsibilities:
 - a) **Reports To:** Manager Tables and Committees
 - b) **Liases with:**
 - **Internal** – Manager Tables and Committees, Senior Committee Clerk, Deputy Committee Clerk and other Functional Units Staff, PA for Deputy Secretary-General to Parliament, PA for Secretary-General to Parliament, PA for Hon. Speaker of Parliament and Members of the Parliament and Political Parties Caucus Officials.
 - **External** – Solicitor General's Office, all Government Departments/Ministries, Public Enterprises, Statutory Bodies, Private Sectors, NGOs, CSOs, Academics and Ordinary Citizens.
 - c) **Subordinates:** None

POSITION PURPOSE

To provide administrative, secretariat and logistical support to assist with the facilitation of Parliamentary Standing Committee meetings.

KEY RESPONSIBILITIES

Principal Accountabilities:

1. Effective and efficient provision of administrative and logistical support to the Deputy Committee Clerks and the Senior Committee Clerks for the effective functioning of the Standing Committee.
2. Actively contribute to knowledge building, knowledge sharing and knowledge management for the unit and organisation development.
3. Actively contribute to the planning process of the unit to achieve efficient and effective use of team's human and capital resources.
4. Assist Deputy Committee Clerks in maintaining and updating of the Unit database.
5. Organize all logistical arrangements for the six Standing Committee Meetings, Site Visit and Public Consultations.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed tasks and activities are delivered within agreed timelines and complied with the relevant processes, legislation and policies.
2. Implementation of committee activities in compliance with all regulatory requirements.

3. Maintain an effective and efficient updating of the Committee Database to ensure timely access and retrieval of documents.

PERSON SPECIFICATION

Essential Qualification:

A Diploma in Management & Public Administration, Business Administration 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 2 - 3 year working experience in the field of administration and logistics.
2. Good understanding of the role of government ministries, government statutory authorities, and regional and international agencies.
3. Good understanding of the Fijian Constitution, the role of the Fijian Parliament and other relevant legislations.
4. Knowledge of managing work processes.

SKILLS AND ABILITIES

1. Organizational skills and the ability to be impartial, confidential and to make firm decisions.
2. Demonstrate ability to manage demanding workloads and tight deadlines.
3. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels.
4. Excellent written and verbal communication skills including public relations skills.
5. Service-oriented approach and ability to develop, co-ordinate and maintain stakeholder relationships.
6. A good working knowledge of Microsoft Office Suite and in particular Word, Excel, and PowerPoint.

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.