



JOB TITLE: MANAGER COMMITTEES

CORPORATE INFORMATION

1. Position Level : Band I
2. Salary Range : \$46,627.14 - \$59,394.10
3. Duty Station : Legislative Services Division
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Legislative Services
 - b) **Liaises with:** Parliament Staff & Management, Parliamentarians, other government agencies and stakeholders
 - c) **Subordinates:** Senior Committee Clerks, Deputy Committee Clerks, Assistant Committee Clerks.

POSITION PURPOSE

To coordinate secretariat services and provide procedural advice to Parliamentary Standing and Special Committees.

KEY RESPONSIBILITIES

1. Provide advice to committees and subcommittees on parliamentary procedure and practice.
2. Provide timely and appropriate advice to the services for meetings of Special committees.
3. Coordinate the work of committee secretariat(s) and maintain proper record keeping.
4. Inform special committee consideration by facilitating and supporting legislative and financial scrutiny processes.
5. Review and draft committee report for consideration.
6. Coordinate and contribute to communications about the work of committees and subcommittees.
7. Provide excellent service to external and internal customers.

PERFORMANCE 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 Standing and Special Committees within stipulated meeting schedules and timelines;
4. All other agreed tasks/corporate requirements are implemented within agreed timeframes and standards.

PERSON SPECIFICATION

A relevant Post Graduate qualification with an undergraduate degree in political science, law, business, management, public administration or relevant discipline from a recognized institution OR more than 5 years' experience at the senior level.

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

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years of relevant work experience at the supervisory level.
2. Knowledge of parliamentary democracy and the legislative process.
3. Knowledge of the procedure and practice of Parliament.
4. Good understanding of the Fijian Constitution and other subsidiary legislations and policies.
5. A good working knowledge of Microsoft Office Suite and particular Word, Excel, and PowerPoint.

SKILLS AND ABILITIES

1. Maintaining strict impartiality, discretion, and confidentiality in a sensitive political environment.
2. Lead and manage individuals and teams to ensure the delivery of business objectives.
3. Ability to identify and adapt to changing priorities and work under pressure to demanding deadlines.
4. Proven ability to monitor tasks systematically and organize, planning and prioritizing multiple activities effectively.
5. Demonstrated collaboration and interpersonal skills with the ability to communicate clearly and effectively verbally and in writing.
6. Ability to exercise sound judgement and initiative and innovative approaches to problem-solving.
7. It is a service-oriented approach that is committed to supporting the organization's operational/corporate environment.

PERSON CHARACTER AND POLITICAL NEUTRALITY

Parliament 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 Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, and with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

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.