



JOB TITLE: PARLIAMENT CAPTIONER (STENOGRAPHER)

CORPORATE INFORMATION

1. Position Level : Band F
2. Salary Range : \$24,261.72 – \$30,615.98
3. Duty Station : Parliament, Suva

4. Reporting Responsibilities;
 - a) **Reports To:** Editor of Debates
 - b) **Liases with:**
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.
 - c) **Subordinates:** None

POSITION PURPOSE

To produce on-screen text to accompany audio-visual content for pre-recorded or televised proceedings of Parliament and Committee sittings.

KEY RESPONSIBILITIES

1. Create accurate and timely captions for various media content, including Parliament and Committee sittings.
2. Ensure captions are synchronized with the audio.
3. Collaborate with content creators, editors, and other team members.
4. Review and edit captions for accuracy and completeness in conformity with Captioning Style Guide.
5. Use captioning software to create and edit captions.
6. Maintain a high level of attention to detail to ensure error-free captions.
7. Handle multiple projects simultaneously and meet tight deadlines.
8. Adapt to different styles and formats of content.
9. Stay updated with industry standards and best practices for captioning.
10. Provide feedback and suggestions for improving captioning processes.

PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All on-screen texts and captions are accurate, and provided within the given timeframe and required standards; Achieve 98% live caption accuracy as measured using the NER caption quality method.
2. Produce and transmit live captions with low latency (< 10 seconds)
3. Actively participate in corporate initiatives including information and knowledge building.

PERSON SPECIFICATION

Essential Qualification: An Undergraduate Degree in Politics/Political Science, Law, Business Administration, or equivalent from a recognized institute, a typing speed of 80 words per minute, and good general knowledge of current and international affairs.

- Prior experience in closed captioning or transcription is a plus, but beginners are encouraged to apply if they are fast learners and trainable.
- Familiarity with captioning software is a bonus, but not required.
- Basic knowledge of video formats, timecodes, or media files is helpful.
- Previous experience in captioning or a related field is a plus.

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

KNOWLEDGE AND EXPERIENCE

1. Strong command of the English language and Grammar. Proficiency in Vosavakaviti and Hindi will be an advantage.
2. Experience with Captioning Software.
3. Familiarity with different styles and formats of content with a keen eye for detail.
4. Demonstrate sound keyboard skills and an ability to work effectively with computer technology and software.
5. Knowledge of legislative Parliamentary procedures, Standing Orders, Constitution and other policies of the Government.

SKILLS AND ABILITIES

1. Excellent listening and typing skills.
2. Demonstrate the willingness to work as a member of a diverse team, communicate clearly and concisely and contribute positively to the spirit of team cooperation.
3. Ability to work under tight deadlines and handle multiple projects simultaneously.
4. Sound research skills, using the internet and other references, and the ability to fact-check references to bills and related documents, such as select committee reports and submissions.

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.