



Parliament of the Republic of Fiji



Job Title: Parliament Tables and Journals Officer

CORPORATE INFORMATION

1. **Position Level:** Band G
2. **Salary Range:** \$32,038.10 - \$40,429.04
3. **Duty Station:** Legislative Service Division
4. **Reporting Responsibilities:**
 - a. **Reports To:** Senior Tables Officer.
 - b. **Liaises with** Members of Parliament, Executive Management, Manager Tables, Head of Legislative Service, Parliament Secretariat Staff, stakeholders, and the public.
 - c. **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for the provision of support services to the Members of Parliament (MPs), Executive management for the effective functioning of Parliament. It is also responsible of assisting the Manager Tables in preparing the relevant documents for House sitting, indexing and compilation of Journals and the provision of secretariat support for Select Committees.

KEY RESPONSIBILITIES AREA (KRA)

1. Assist in the provision of professional support services for all Parliament sittings.
2. Assist in the Communication/promulgation of parliament resolutions, decisions, Bills, etc., to relevant Government Ministries, Departments and Members of Parliament.
3. Contributing to the provision of adequate Secretarial support to Select Committees (Business Committee, House Committee, Emoluments Committee, Standing Orders Committee and Parliamentary Privileges Committee.
4. Provide support in Organising questions, motions, petitions and end-of-week statements for preparations of the draft order papers for the executive management.
5. Assist the Senior Tables officer in the collation of all required House statistics and journalising of parliament papers/documents.
6. Actively contribute to the Parliament and Corporate requirements and the Parliament's corporate responsibilities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assist in the provision of timely, accurate, and high-standard policy and procedural advice in line with the Constitution and Standing Orders.
2. Prepare timely and accurate reporting on statistics, journals, and other reporting requirements.
3. Contributing Efficiently and effectively to the provision of high-standard secretariat support services for all Select Committees.
4. Actively participate in the Parliament's quality and corporate activities.

PERSON SPECIFICATION

A Bachelor's degree in politics, Law, and Public Administration and Management or equivalent from a recognized institution with 3 years relevant work experience OR a Diploma in Public Administration and Management, Economics or equivalent with more than 3 years relevant work experience.

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

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 Standing Orders of the Parliament of the Republic of Fiji.

Skills and Abilities

1. Organizational abilities and the ability to be impartial and confidential.
2. Ability to process and assist in the achievement of the Legislature Divisions' short, medium, and long-term goals.
3. Demonstrated ability to manage workload and tight deadlines under minimum supervision.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team relationship skills and abilities.
5. Excellent written and verbal communication skills, including public relations skills.
6. A good working knowledge of Microsoft Office Suite, 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.