



National Parliament Office of Solomon Islands

Vacancy Notice: Committee Secretary

Level 10/11

Closing Date for Applications: Friday 22 July

Post Number: 279-00018

Responsible to Clerk to the National Parliament

Applications are invited from suitably qualified and experienced persons for the post of Committee Secretary. Women and Men from all Provinces are encouraged to apply.

Scope of Duties:

The Constitution of the Solomon Islands confers on the Parliament the power and responsibility to make laws for the peace, order and good government of the Solomon Islands. Members of Parliament are democratically elected every 4 years to represent one of the 50 seats that make up the single House of the National Parliament. The role of the National Parliament is to make laws, represent constituents and to scrutinize government action including expenditure of public funds.

The Parliamentary Committee system operates as a key contributor to effective Parliamentary operations. Committee Secretaries engage in a range of important activities that ensure the work of committees is conducted in accordance with parliamentary law and practice.

The Committee Secretary is responsible for all aspects of directing and managing one or more committees of the National Parliament and render assistance to the Clerk in the provision of advice on practice and procedure in the Chamber. Committee Secretaries work as part of a team in the Parliamentary Committees Secretariat of the National Parliament Office.

Duties:

The officer will be required to:

- a) Undertake research projects on matters of public interest which improve public policy through innovative and realistic recommendations.
- b) Prepare comprehensive, apolitical briefings on a range of legislative or other matters before Parliament or on issues of current interest.
- c) Prepare high quality written material in the form of reports, background papers, correspondence and media releases.
- d) Plan, oversee and give direction to committee inquiries and research projects to ensure that reports prepared are authoritative, meet defined needs and quality standards and are capable of withstanding challenge and scrutiny in the House, by the Executive and in the public domain.
- e) Respond to enquiries from the Chair and Members of committees for oral and written advice on committee practice and procedure to ensure that the committee operates according to Standing Orders, the terms of reference for the inquiry and any other relevant authority.

- f) Organise public hearings and private meetings of committees and organise committee travel within the Solomon Islands to facilitate public input into committee inquiries.
- g) Research and prepare draft questions for the Chair and members of a committee to facilitate the collection of evidence from witnesses..
- h) Attend committee hearings to provide accurate procedural advice and prepare accurate minutes and other official records of proceedings.
- i) Provide effective administrative services and maintain systems for the timely retrieval of reference and research material for dissemination to members.
- j) Contribute to the public awareness and understanding of the role of the National Parliament and its committees through responding to enquiries from members of the public, government departments, private organisations and other interested parties.
- k) Provide impartial, apolitical advice and exercise tact and discretion.
- l) Meet deadlines and produce accurate work quickly when an issue is before parliament or a committee.
- m) Assist the Clerk of the National Parliament in the House to provide effective procedural advice to the Speaker, Ministers and Members and to ensure effective functioning of the House.
- n) Undertake other tasks as may be directed from time to time by the Clerk of the National Parliament.

Selection Criteria – Qualifications and Experience

Please address the below qualification and experience in your application.

Qualifications

Completion of tertiary qualifications in a relevant discipline such as law, economics, accounting, commerce, political science or a social science or tertiary qualifications relevant to a major area of government policy such as natural resources, agriculture, health or education is essential.

Experience

Applicants should be able to demonstrate:

1. Sound knowledge of parliamentary law and practice and the operations of parliament and the machinery of government.
2. Excellent research, writing and policy analysis skills.
3. Sound administrative and project management skills.
4. Strong oral and interpersonal skills appropriate for communicating effectively with ministers, members of parliament, senior public officials and a diverse range of stakeholders.
5. High standards of integrity and the ability to handle confidential matters and provide impartial advice.
6. Capacity to participate effectively in small teams.

7. Good information management skills including ability to use and manage a range of computing software.

Terms and Conditions

- a) Salary - Level 10/11 \$1,722.84 - \$2,073.92 per fortnight
- b) Salary - Level 10/11 \$44,793.94 - \$53,921.82 per annum
- c) Annual Leave 42 days per annum
- d) Other conditions of service as stipulated in the Agreement of Service on appointment.

IMPORTANT INFORMATION FOR ALL POTENTIAL APPLICANTS

Please read the information below and if you have any questions, contact Human Resources Manager, National Parliament Office, phone 23463 / 28520, fax 24272, or Email: lisi.vave@parliament.gov.sb

If you are shortlisted, you will be advised by the Office a time for an interview. You will be advised by the Office on your interview time about required documents you should bring with you on your interview.

The four (4) documents that will be looked at by the selection panel when they are shortlisting. These documents are listed below. Then you can decide if the application that you have already submitted describes your 'Qualifications and Experience' in the best possible way.

THE DOCUMENTS THAT ARE REQUIRED

Documents 1: PS Form 1 – Application for Employment- Solomon Islands Public Service, Cover Sheet.

Document 2: Letter of Application.

A standard format - Information Sheet 1 is available from the National Parliament Office or from the Parliament website www.parliament.gov.sb . You can use your own format if you prefer.

An Application letter should include a section where the applicant makes comments against the Selection Criteria which are listed separately for each post. Applicants are advised to comment against each of the selection criteria. Applicants need to note that this part of their application, together with their CV will be used by the panel when the short listing process is being undertaken.

Document 3: Curriculum Vitae (CV).

A standard format - Information Sheet 2: is available from the National Parliament Office or from the Parliament website. You can use your own format if you prefer.

Document 4: Certified copies of your qualifications.

You will need to post or hand deliver the certified copies of your qualifications, as these cannot be sent by email (except if scanned). DO NOT send originals.

Please Note: All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants.

MEDICAL REPORT AND POLICE CLEARANCE

You **DO NOT** have to provide copies of medical Report and Police Clearance when you apply, but if you are shortlisted, this will be discussed with you.

OPTIONS FOR SUBMITTING YOUR APPLICATION TO THIS OFFICE:

(a) **By mail; or**

(b) **Hand deliver one (1) copy to:**

Clerk of National Parliament
National Parliament Office
P.O. Box G19
Honiara

The address must include the Vacancy Number and the Post Title.

(c) **Or by email to address:** lisi.vave@parliament.gov.sb

The email should include the four (4) documents that are mentioned above. The Office will acknowledge receipt by return email. You should make sure that when you are submitting your attachments by email, you include:

- a short explanation in the email message that explains your attachments;
- the name of each attachment using the vacancy number and the document's name;
- your name clearly included in the text of each attachment; and,
- In the subject line of the email – include Vacancy Number, Post Title & your name.