

Parliament Management Board Job Description Form		
1	<b>Job title</b>	Clerk Assistant – House Procedure Division
2	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	8002
3	<b>Level Suggested by PMB</b>	PC L 6.1
5	<b>Department / Unit</b>	Parliament House - Office of the Clerk
6	<b>Location</b> Where the position is located	House and Procedure Office
7	<b>Purpose</b> “why this Post exists” this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	<p>The Clerk Assistant-House and Procedure Office is responsible to provide procedural advice to the speaker and members of the Legislative Assembly or in the Chamber. The Office of the House and Procedure is dedicated to enhance the administrative and Secretariat support chamber services to the Office of the Clerk and to the Office of the Speaker.</p> <p>The Clerk Assistant – House and Procedure Office is responsible for the procedural and administrative support necessary for the effective conduct of the business in the Chamber</p>
8	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	9 <b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
	Give Procedural and programming advice and documentation before each sitting or session began.	Record of all business before the Chamber ( <i>Notice Paper</i> ), to make aware procedural guidelines are given to all MPs before each sitting
	Perform a high quality procedural and constitutional advice to MPs in respect of the operations of the House and its committees	Chamber-related procedural guidelines to the MPs and the chamber administrative matters. As well as Statistics and production of <i>Business of the House</i>
	Maintain advisory and administrative support to the Procedure Committee and the 8 Committees.	Inquiry and distribution service covering all documentation and business of the committees before the House
	Ensure that the Production, amendment and updating of <i>standing Order of the House</i> is well reviewed.	To oversee the Parliamentary secretariats for the order and copy of Bills, Appropriations and Staffing and the Chamber are prepared in advance.
	Always the updating of the Production and dissemination of House procedure materials relating to the work of the Chamber is consistent.	Processing of all legislation considered by the Office of the Clerk and speaker.
	Oversea of the Production of the official record of Chamber proceedings ( <i>Journals of the MPs</i> ) is well stored for future reference.	Arranging custody of all documents tabled in the chamber
10	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.	

10.1	Providing procedural advice, both orally and in writing, and legislative drafting services on selective bills and legislative processes, principally to MPs. The Clerk Assistant is also a Clerk at the Table on sitting days.		
10.2	Responsible for Organizing seminars on parliamentary processes for MPs, their staff, and staff of parliamentary and executive departments; maintains a procedural information resource center; coordinates MPs programs for visiting parliamentarians and parliamentary officers; and arranges public lectures and exhibitions on matters in relation to parliamentary interest.		
10.3	Providing procedural advice to the speaker and members of the Legislative Assembly or in the Chamber.		
10.4	Enhancing the administrative and Secretariat support chamber services to the Office of the Clerk and speaker Office.		
10.5	Chief adviser to the House on matters of parliamentary procedure, privilege and broader constitutional issues as well as the head of the House Service, and is Head for the chamber procedure.		
10.6	Supervise staff under the House & procedure Office Division		
10.7	Undertaking the drafting of Government and other legislation as assigned by the office of the Clerk, in a timely, responsive, and professional manner. In addition, the Counsel may also be required to provide drafting assistance on private Bills, local Bills, approved Members Bills, and prepare some consultation drafts to accompany Law Commission reports.		
10.8	Providing advice to Ministers, Members of Parliament, and Parliamentary Committees as required.		
10.9	Providing other Legislative advisory services as required and provide accurate instant interpretation of rules of House and Procedure of Parliament.		
11	<b>Reports directly to</b> Title of Post and Level only	12	<b>This position's supervisor reports to</b> Title of Posts and level if any
	Clerk of Parliament – Office of the Clerk		Speaker of Parliament – Office of the speaker
13	<b>Frequent Internal Personal Contacts with...</b> (“Internal” means within VIPA & Ministry responsible)	14	<b>Occasional Internal Personal Contacts with...</b>
	Office of the President Speaker of Parliament/Office of the speaker Members of Parliament Clerk of Parliament/Parliamentary secretariat Clerk Assistants Staff of the Parliamentary secretariat House & Procedure Office State Law Office		Office of the President Speaker of Parliament/Office of the speaker Members of Parliament Clerk of Parliament/Parliamentary secretariat Clerk Assistants Staff of the Parliamentary secretariat House & Procedure Office State Law Office
15	<b>Frequent External Personal Contacts with...</b> (“External” means other Ministries and the community)	16	<b>Occasional External Personal Contacts with...</b>
	Office of the President State Law Office Finance Department Port-Vila Business Communities Members of Parliament Relevant Government bodies/Institutions Government Ministries/Departments		Office of the President State Law Office Finance Department Port-Vila Business Communities Members of Parliament Relevant Government bodies/Institutions Government Ministries/Departments
17	<b>Impact of Decisions</b> (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Requires experience in high-level decision-making, strong interpersonal skills, political impartiality and detailed knowledge of the practices and procedures of the Chamber.	
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Able to work and contributes to the overall performance within a given time frame An	

		able to work and achieve goals of the team and organisation through communicating and interacting effectively with others.
19	<b>Reason for Seeking Approval</b> (e.g.; Routine Revision of Existing Job Description, New Post, Regrading, State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Ability to work effectively, both independently and as a member of a small team, to deliver the desired outcomes by established deadline
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b> (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	An advanced university degree (Master's degree or equivalent degree) in Law and Public Administration or a related field.
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Law, Procedural Policy, Management or similar field.
20.3	<b>Experience</b> e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	At least 5 years' experience in Constitutional Law or Public Administration or Similar.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Knowledge of principles of Law and public administration, Knowledge of House proceedings guidelines, Knowledge of State statutes, policies, and regulations. <b>Technology skills</b> – demonstrated facility with spreadsheet software (EXCEL) and word processing software (WORD). <b>Administrative skills</b> – ability to determine what laws or regulations are pertinent to a particular issue and how to reconcile them when they do not align naturally with each other
20.5	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker....	Strategic, analytical and practical
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Strong written and oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Honest, reliable and of good character
20.8	<b>Language</b> "English , French and Bislama" is usual.	Must be fluent in French, English and Bislama
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared by the HR Manager</b>	Sign _____ Name _____ Date / /
21.2	<b>Certified by or for the PMB</b> that the Post fits with any Corporate Plan, and is required.	Sign _____ Name _____ Date / /
21.3	<b>Checked by Board Secretariat</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign _____ Name _____ Date / /
21.4	<b>DECISION OF PARLIAMENT MANAGEMENT BOARD</b>  <b>Decision:</b> <u>Approved or Deferred or Amended</u> <b>Date of Decision:</b> ..... (Circle the appropriate Decision)	

	Name	Sign	Date	/	/
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