



JOB TITLE: MANAGER TABLES AND COMMITTEES

CORPORATE INFORMATION

1. Position Level : Band I
2. Salary Range :\$43,296.63 - \$55,508.50
3. Duty Station : Government Building, Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Head of Legislative Services
 - b) **Liaises with:** Members of Parliaments, Executive Management, Diplomatic and International Organisations, Parliamentary Caucus Offices, Departmental staff and Government Ministries.
 - c) **Subordinates:** Senior Administrative Officer (Tables), Senior Committee Clerks (6), Bills Officer, Deputy Committee Clerks (6) and Committee Assistants (3)

POSITION PURPOSE

The position supports the office of the Head of Legislative Services and is responsible for the effective operational activities of Parliament through overseeing the preparation of relevant documents for Parliament Sitting, Sitting of Parliamentary Committees, the provision of secretariat support to the Select Committees of Parliament, the Indexing and compilation of Journals and the supervision of reporting staff

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties –

1. Manage the provision of adequate support services for all the Parliamentary sittings.
2. Oversee that the decisions and resolutions of Parliament are promulgated and communicated to relevant Government Ministries/Departments and Members of Parliament, for example on Bills, Committee Reports etc.
3. Ensure the provision of satisfactory Secretarial support to the Meetings of the Standing Committees (Public Accounts Committee, Justice, Law and Human Rights Committee, Social Affairs Committee, Economic Affairs Committee, Foreign Affairs and Defence Committee and the Natural Resources Committee) and also with the Select Committees (Business Committee, House Committee, Emoluments Committee, Standing Orders Committee and Parliamentary Privileges Committee).
4. Oversee the collation and editing of questions, motions, petitions and end-of-week statements for the formulating of the draft order papers and scripts for the executive management before it is presented to the Business Committee

5. Making certain that the collation of all statistics from both the Tables and Committee Activities and journalizing of parliament papers/documents.
6. Contribution to knowledge building, knowledge sharing and knowledge management for unit and organisational development.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following 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 Select Committees within stipulated meeting schedules and timelines;
4. All other agreed tasks/corporate requirements are implemented within agreed timeframes and standards

PERSON SPECIFICATION

Essential Qualification:

An Undergraduate Degree in Management & Public Administration, Business Administration, Political Science, law or in any relevant discipline from a recognized institute with relevant work experience [or equivalent relevant experience]. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3-5 years 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 in Microsoft Office Suite and in particular Word, Excel, PowerPoint.

SKILLS AND ABILITIES

1. Ability to maintain strict impartiality, discretion, and confidentiality in a sensitive political environment.
2. Lead and manage individuals and teams to ensure 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 in a systematic and organised way planning and prioritising effectively multiple activities

5. Demonstrated collaboration and interpersonal skills with the ability to communicate clearly and effectively, both verbally and in writing.
6. Ability to exercise good judgement and initiative and innovative approaches to problem solving.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation;

PERSON CHARACTER AND ELIGIBILITY

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 55, 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.

Advisory on COVID-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from COVID-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.