



PARLIAMENT OF FIJI



JOB DESCRIPTION: SENIOR RESEARCH OFFICER

CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$34,760.31 - \$44,564.50
3. **Duty Station:** Government Building, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Head of Legislative Services
 - b. **Liases with:** Members of Parliament, Executive Management, Parliamentary Standing Committees, Parliament Secretariat and other relevant clients and stakeholders
 - c. **Subordinates:** None

POSITION PURPOSE

The position is responsible for the provision of quality research support to the Members of Parliament ('MPs'), Executive Management, Parliamentary Standing Committees and Parliament Secretariat for the effective functioning of their parliamentary work.

KEY RESPONSIBILITIES

1. Ensure timely and quality provision of research products and services for MPs and providing the necessary research support to the Parliamentary Standing Committees.
2. Provision of research products, services and/or support to the Head of Legislative Services in contributing to research support services to the Executive Management and Parliament Secretariat.
3. Ensure timely provision of other research resources and related services, including assistance to international parliamentary affiliations such as CPA, IPU, CWP, CPwD and relevant stakeholders.
4. Maintain research database and resources.
5. Actively contribute to the Department Corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

1. Respond effectively, accurately and in a timely manner to requests for information and research enquiries from Parliamentary Standing Committees, Members of Parliament and the Parliament Secretariat according to the established guidelines and standards.
2. Provision of accurate and up-to-date research/data analysis, legislative briefs and information materials within agreed timeframes and according to established guidelines and standards.
3. Maintain an effective, efficient and accurate records management system to ensure timely access and retrieval of documents necessary for the provision of research products and services.

4. All agreed tasks/activities are delivered within agreed timeframes and compliant with relevant legislation, processes and policies.

PERSON SPECIFICATION

Essential Qualification: An Undergraduate Degree in either Economics, Social Science (History, Political Science or Geography), Commerce, Business Administration, Finance, Sociology or related discipline from a recognized institution; A Postgraduate Degree would be useful but not essential.

Knowledge and Experience

1. At least 3 years of experience in research or other fields where research work has been undertaken.
2. Understanding of research methodologies and processes; experience in the retrieval of information, including proficiency in the use of MS Office programs, databases and other online resources.
3. A good working knowledge of Microsoft Office applications.

Skills and Abilities

1. Excellent research, writing and analytical skills.
2. Highly developed interpersonal, communication, consultation, negotiation and team-work skills and experience liaising effectively at senior levels with a diverse range of staff and stakeholders.
3. Ability to engage professionally with and manage expectations of high-level clients that includes the Members of Parliament and Executive Management.
4. Ability to be impartial and maintain confidentiality of information at all times.
5. Well-developed organizational, time-management and project-management skills with a proven ability to work effectively under limited supervision and meet tight deadlines.

PERSON 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.

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.