



PARLIAMENT OF FIJI



JOB DESCRIPTION: SENIOR RESEARCH OFFICER

CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$37,434.18 - \$47,684.02
3. **Duty Station:** Government Building, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Manager Research & Library Services
 - b. **Liaises 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 and information support to 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 Manager Research & Library 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 databases and resources on the Unit's SharePoint and OneDrive, and other approved data management and team collaboration platforms.
5. Actively contribute to the Unit's and Department's 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, information and thematic materials within agreed timeframes and according to established guidelines and standards.
3. Maintain an effective, efficient and accurate records management system on MS SharePoint and OneDrive 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 Social Science (History, Political Science, Sociology or Geography), Economics, Commerce, Finance Law or related discipline from a recognized institution; A Postgraduate Degree would be an advantage.

Knowledge and Experience

1. At least 3 years of experience in research or other fields where research work has been undertaken in a public sector or civil society setting
2. Understanding of research methodologies and processes; experience in the retrieval of information of physical and digital information, data and research materials, including proficiency in the use of databases and other online resources.
3. A good working knowledge of Microsoft 365 and MS Office applications, particularly MS SharePoint and MS Excel.

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 include the Members of Parliament and Executive Management.
4. Ability to be impartial and maintain confidentiality of information at all times.
5. Well-developed organisational, 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.