



# PARLIAMENT OF THE REPUBLIC OF FIJI



## JOB TITLE: SUB EDITOR

### CORPORATE INFORMATION

1. Position Level : Band H
2. Salary Range : \$37,434.18 - \$47,684.02
3. Duty Station : Hansard Unit – Legislative Services Division.
4. Reporting Responsibilities:
  - **Reports To:** Sub-Editor of Debates and Editor of Debates
  - **Liaises with:** Parliamentary staff in Tables and Committees, Library/Research and IT Unit.
  - **Subordinates:** None

### POSITION PURPOSE

The position is responsible for the editorial oversight, formatting, and publication of parliamentary debates and committee proceedings. This role ensures the accuracy, clarity, and professional presentation of all Hansard records, while supervising reporting staff and supporting the Editor of Debates in managing the Hansard Unit. The position demands strong editorial judgment, design proficiency, and leadership to uphold the integrity and timely dissemination of parliamentary documentation.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Exercise comprehensive editorial control over parliamentary debates and committee proceedings, ensuring all transcripts are accurate, coherent, and conform to established standards.
2. Provide leadership and supervision to Hansard Reporters, ensuring efficient workflow, adherence to deadlines, and maintenance of high editorial standards.
3. Format and design Hansard and Committee Verbatim documents using professional publishing tools, incorporating appropriate visual elements to enhance clarity and accessibility.
4. Conduct rigorous quality checks to ensure all published materials meet legal, procedural, and editorial requirements, while safeguarding the confidentiality and integrity of parliamentary records.
5. Liaise effectively with Members of Parliament, parliamentary staff, and relevant units to gather necessary information, resolve technical issues, and facilitate timely publication.
6. Oversee the systematic indexing, archiving, and retrieval of Hansard documents, including the preparation of bound volumes and digital repositories for institutional use.
7. Assist the Editor of Debates in the strategic and operational management of the Hansard Unit, and assume delegated responsibilities in their absence to ensure continuity of service.

### KEY PERFORMANCE INDICATORS

1. Ensure the production and dissemination of Hansard and Committee Verbatim documents are completed within established timeframes and meet all editorial and procedural standards.

2. Maintain a high standard of accuracy, clarity, and consistency in all edited transcripts, with minimal errors and adherence to parliamentary language conventions.
3. Demonstrate effective management of Hansard staff, including timely completion of assigned tasks, staff performance monitoring, and resolution of operational issues.
4. Ensure all published documents are properly formatted, indexed, archived, and comply with legal, regulatory, and design requirements.
5. Provide consistent support to the Editor of Debates in managing the Hansard Unit, including participation in planning, reporting, and assuming leadership responsibilities when required.

### **PERSON SPECIFICATION**

In addition to an Undergraduate Degree in Journalism, Language, Communication or equivalent from a recognized institute with three years of relevant work experience.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. A minimum of 3-5 years of progressive experience in Hansard reporting, editing, or publishing, with demonstrated ability to manage high volumes of complex text.
2. In-depth understanding of parliamentary procedures, legislative processes, and the political environment in Fiji.
3. Demonstrated proficiency in advanced word processing, desktop publishing, and transcription software, including Adobe InDesign, Photoshop, Illustrator, and FTR.
4. Strong familiarity with the 2013 Constitution of the Republic of Fiji, Standing Orders, and public sector administrative and financial procedures.

#### **Skills and Abilities**

1. Exceptional command of the English language, with advanced editing, proofreading, and transcription skills, and a strong grasp of grammar, syntax, and parliamentary terminology.
2. High-level attention to detail and accuracy in document preparation, formatting, and publication.
3. Strong leadership and team management skills, with the ability to supervise, mentor, and evaluate staff performance effectively.
4. Excellent time management and organisational skills, with the ability to meet tight deadlines and manage multiple projects simultaneously.
5. Strong interpersonal and communication skills, with the ability to collaborate effectively with internal and external stakeholders.
6. High proficiency in digital tools and systems used for document design, content management, and records archiving.

### **PERSON CHARACTER AND POLITICAL NEUTRALITY**

Parliament 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 Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear

police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

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.