



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN



E-mail: apply@parliament.gov.sl

Job Title: Committee Clerk
Job Grade: 7
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Director of Committees
Supervises: (No supervisory role)

JOB PURPOSE

The Committee Clerk is responsible to serve as Secretary to the Sessional select Committees as well as to facilitate research in writing and producing Committee reports

MAIN DUTIES

- Drafts Committee reports for review by the Principal Clerk of Committee; present them to the Committee for consideration; make changes sought by the Committee; and obtain clearance from the Principle Clerk of Committees
- Assists in the provision of advisory, research and information services to the committee for items of committee business assigned by the Clerk of Committee, including:
 - Attending committee meetings and taking notes of the proceedings relevant to the allocated item/s of business
 - To produce the minutes of proceedings and minutes of evidence
 - Responding to subject information requests and enquiries relating to the item/s of business
 - Identifying and summarising issues and prepare briefing notes to the committee
 - Serve as advisers to the committee on parliamentary practices and procedures
 - Involved in the formulating the action plan
 - Providing background and issues papers for Estimates, financial reviews, inquiries and petitions
 - Planning and organising a programme for the allocated item/s of business within the committee's overall programme of business
 - Planning and organising the preferred approach for a particular item of business in consultation with the Principal Clerk of Committee.



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- Assists with organising the final publication and presentation to Parliament of Committee reports
- Perform any other duties within the scope and intent of the job as may be assigned from time to time

JOB SPECIFICATION/REQUIREMENTS

I. Educational/Professional Qualification

DIRECT ENTRY

Candidate should possess an Honours degree from a recognised University
The academic qualification may be relaxed in case of candidate with Division 1 or 2 General Degree from a recognised institution or a Division 3 with at least three years' work experience.

Candidates with sound intellectual ability, initiative and drive will be an advantage

Degree in Social Sciences, Politics, Public Administration or Law from a recognised university

AGE: Not more than 30 years

II. Experience

- Entry level position. 1-2 years parliamentary work experience will be an advantage.

III. Others

- Writing report skills
- Proficient in MS Office applications

COMPETENCIES

I. Technical

- Understand and operate effectively within the parliamentary environment, by applying knowledge of parliamentary procedure, processes and administrative practices to his or her work.

II. Managerial

- Co-operates and works well with others in the pursuit of team goals; shares information; supports others.



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- Able to establish and maintain relationships with people at all levels; puts others at ease; promotes harmony and consensus through diplomatic handling of disagreements and potential conflict.

III. Personality

- Build a reputation for quality advice/ work in his or her area of expertise.
- Plan and prioritise work and consistently meet deadlines and quality standards, and stay motivated during periods of low workload.
- Present or provide information in ways most suited to the Parliament.
- Have strong customer service skills.

KEY DELIVERABLES

- Produce quality minutes and reports on a timely basis for Parliament and its Committees