



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](mailto:apply@parliament.gov.sl)



**Job Title: Deputy Sergeant-at-Arms**

Job Grade: 11

MDA: Parliament

Location: Parliament Building, Tower Hill, Freetown

Reports to: Sergeant-at-Arm

Supervises: (Supervisory role of office staff in the absence of the Sergeant-at-Arms)

**JOB PURPOSE**

The Deputy Sergeant-at-Arms is responsible for handling security and maintenance of order in the session hall, antechambers, corridors and offices of Parliament in accordance with the orders of the Speaker or the Clerk of Parliament.

**MAIN DUTIES**

- Attends to the Speaker of the Parliament and carry out all orders of the Speaker
- In the absence of the Sergeant-at-Arms, assists in carry the Mace to usher in the Speaker of Parliament, H.E the President, Vice President and foreign Heads of State coming to address the Parliament
- Ensure the safety and security of Members of Parliament, Parliamentary Staff, visiting national and foreign dignitaries within the grounds of Parliament
- Assists with the maintenance and cleaning of the precinct
- Provide quarterly statistics of institutions, individuals visiting the Parliament
- Supervise security management in liaison with the contracted security staff
- Maintain and secure the Members' Attendance Book
- Assists the Sergeant-at-Arms with his/her duties



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](mailto:apply@parliament.gov.sl)

- 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

- First Degree in related field

### II. Experience

- Minimum 5 years security work experience from a reputable company
- A retired Major from the Military

### III. Others

- Proficient in MS Office

## **COMPETENCIES**

### I. Technical

- Security management skills

### - II. Managerial

- Committed to the achievement and maintenance of quality; sets high standards of performance for self and others

### III. Personality

- Consistently approaches work with energy and a positive, constructive attitude.
- Proactive and self- starting; seizes opportunities and acts upon them; originates action and actively influences events.



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](mailto:apply@parliament.gov.sl)



## **KEY DELIVERABLES**

- Cleanliness of the precinct
- Security of the Parliament and its assets