



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: Editor of Debates
Job Grade: 8
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Director of Official Reports
Supervises: (No supervisory role)

JOB PURPOSE

The Editor of Debates is responsible for transcribing and editing the verbatim official report, or *Hansard* of the plenary sessions

MAIN DUTIES

- To transcribe and edit the Official Report, or *Hansard*, of the plenary session
- To assist in the processing and production of the daily bound Official reports of proceedings of Parliament, conferences, seminars after the conclusion of each plenary sitting
- Ensure the timely and daily production and delivery of proceedings of Parliament, conferences, seminars after the conclusion of each plenary sitting
- Ensure quality product of the *Hansard*
- Assist MPs in recording, tracking and updating all legislative measures, speeches during the plenary sessions
- To assist in the research involving the Official reports of the proceedings of Parliament
- Implement the archival of completed business of Parliament and other material referred to Archives
- To assist the Senior Editor of Debates in his/her duties
- 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

- Degree In English or Social Sciences from a recognised University

II. Experience

- Minimum 3 years of work experience



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COMPETENCIES

I. Technical

- Proficient in MS office applications

II. Managerial

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

KEY DELIVERABLES

- Timely, accurate and quality production and distribution of official reports of the House, including the *Hansard*