



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: Records Assistant

Job Grade: 7

Institution: Parliament

Location: Parliament Building, Tower Hill, Freetown

Reports to: Deputy Director of Library Department

Supervises: (No Supervisory role)

JOB PURPOSE

The Parliamentary Library is responsible for providing general Legislative Research and Information to Members of Parliament, its Committee and Staff. It is also responsible for organization, maintenance, use, storage and disposal of parliamentary records.

Main Duties

Report to: Deputy Director of Library

- In charge of all archival activities which include the organization, preservation and security of all Parliamentary records.
- Ensure the classification and indexing of all reports, agreement, Act, Bills, and all other records of Parliament
- Responsible for the binding of all parliamentary materials for permanent preservation.
- Monitor and supervise the use of the photocopier in the library.
- Ensure all bills, agreements etc. are passed processed and preserved.
- Laize with all departments in collecting their non-current records and organizing them for permanent preservation
- Perform any other duty assigned by the Deputy Director.



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REQUIRED QUALIFICATION

- **Bachelors Degree in Library and Information Studies**
- **An Understanding of how Parliament works**
- **Good communication and interpersonal skills**
- **Good knowledge of computer applications especially MS Words, MS Power Point, MS Excel and MS Access**
- **Excellent organizational skills and the ability to work in an changing environment.**