



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: Legislative Clerk/Bills Office  
Job Grade: 7  
Institution: Parliament  
Location: Parliament Building, Tower Hill, Freetown  
Reports to: Principal Table Clerk  
Supervises: Table Clerk

### JOB PURPOSE

The Legislative Clerk-at-Table is responsible to provide advice on practices and procedures of the House

### MAIN DUTIES

- Assist Members to draft Parliamentary questions, motions and regulations in appropriate language and style, including their editing, for the attention of the Principal Table Clerk
- Process written or oral answers by Ministers to all Parliamentary questions
- Prepare Votes and Proceedings for the approval of the Principal Table Clerk
- Assist the Principal Clerk-At-The-Table to produce and document the following:
  - Bills
  - Acts
  - Sessional list of Committees
  - Presidential speeches, Budget speech, etc.
- Assist the Principal Clerk-at-Table in preparing the quarterly report of activities
- 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

- Master's Degree in Social Sciences, Law from a recognised University

#### II. Experience

- Minimum 5 years work experience
- Parliamentary Chamber work experience will be advantageous



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### III. Others

- Proficient in MS office applications

## COMPETENCIES

### I. Technical

- Extensive knowledge of, and experience in relevant Parliamentary law, procedure and practice.
- Ability to produce accurate and well documented statistics conforming to the required standard

### II. Managerial

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

### III. Personality

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

## KEY DELIVERABLES

- Well versed with the provision of the 1991 Constitution and Standing Order
- Daily production of Votes and Proceedings of the House