



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: Research Officer
Job Grade: 7
Institution: Parliament
Location: Parliament Building, Freetown
Reports to: Senior Research Officer
Supervises: (No supervisory role)

JOB PURPOSE

The Researcher is responsible for managing the provision of legislative research services

MAIN DUTIES

- Implement policies and guidelines on research services offered to Members of Parliament and Parliament staff
- Ensure the provision of high quality information analysis and advice to Members of Parliament in support of their parliamentary and representational role
- Develop and maintain a collection of reference and research material on local and International parliamentary matters.
- Review analytical research paper which contain the merits, relevance and implications of a legislative proposal in the light of existing laws, jurisprudence or trends in legislation and its significance to related field of study
- Coordinates with the academe, various government and non-governmental institutions to facilitate access to various research facilities/material needed by the researchers
- Liaise with the different departments of the Parliamentary Service to identify information needs and ensures the provision of legislative research assistance when requested
- Conducts periodic review of the existing systems and procedures of the research
- Perform 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 sociology, social sciences or research methodology from a recognised University



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II. Experience

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

III. Others

- Proficient in MS office application
- Excellent skills in writing research report

COMPETENCIES

I. Technical

- Build a reputation for quality advice/ work in his or her area of expertise
- Present or provide information in ways most suited to the audience

II. Managerial

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

III. Personality

- Plan and prioritise work and consistently meet deadlines and quality standards, and stay motivated during periods of low workload.
- Have the judgment to resolve problems of moderate complexity and modify and adapt established methods, systems or policies to new situations within clearly defined principles and procedures.

KEY DELIVERABLES

- Quality and timely presentation of legislative research material