



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: Legislative Clerk/Table Office
Job Grade: 7
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Senior Table Clerk
Supervises: (No supervisory role)

JOB PURPOSE

The Table Clerk is responsible for providing administrative support regarding Chamber proceedings

MAIN DUTIES

- Maintains the attendance Register of Members
- Assist the Senior Table Clerk at daily sittings and take notes of the orders in which Members make their speeches for use by the Editors of Debate
- Collect Chamber related statistics on:
 - Number of plenary sittings per session
 - Daily Order Papers
 - Weekly Business statements
 - Votes and Proceedings
 - Parliamentary Resolutions/motions, Parliamentary questions & answers
 - Parliamentary ratified treaties, conventions, agreements, reports, etc.
 - Number of Parliamentary questions per session
 - Number of MPs in attendance per session
 - Number of Ministers appearing before Parliament
 - Number of Committee reports
 - Number of Motions
 - Number of Government Bills, Private Members bills
 - Number of Agreements
 - Number of gifts, donations, grants and pledges made to the State of Sierra Leone as reported by Ministers or Authorities
 - Number of Presidential nominations ratified by the House per sessions e.g. numbers of Ministers, Deputy Ministers, Judges, Ambassadors, Chairmen & Directors of Parastatals /State Enterprises, Commissioners, etc.



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- 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

- Honours Degree in Social Sciences, Law from a recognised University

II. Experience

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

III. Others

COMPETENCIES

I. Technical

- Proficient in MS office applications
- 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.

KEY DELIVERABLES

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