



PARLIAMENT OF SIERRA LEONE

Parliament Building - O.A.U Drive, Tower Hill, Freetown | admin@parliament.gov.sl | www.parliament.gov.sl

VACANCY ANNOUNCEMENT

The Parliamentary Service is responsible to provide Parliament with technical and administrative support and advisory services so as to enable Parliament to effectively and efficiently execute its constitutional and other functions.

Role Title	DEPUTY CLERK OF PARLIAMENT
Report To:	Clerk of Parliament
Manage/Supervise	Staff of the Parliamentary Service
Grade	13
Role Summary	The Deputy Clerk of the Sierra Leone Parliament assists the Clerk of Parliament in the management and administration of parliamentary functions. This role involves overseeing legislative processes, providing administrative support, and ensuring the efficient operation of parliamentary practice and procedures. The Deputy Clerk plays a crucial role in maintaining the integrity and effectiveness of parliamentary operations.
Main Duties/Responsibilities	1. Parliamentary Support: <ul style="list-style-type: none">• Assist the Clerk in managing parliamentary sessions, including the preparation of agendas, schedules, and minutes.• Coordinate the distribution of parliamentary documents and materials to Members of Parliament (MPs) and relevant stakeholders.• Ensure accurate record-keeping of parliamentary proceedings, debates, and decisions;• Assist in the drafting and revision of legislative documents, including Bills, motions, and reports.• Provide support in the development and implementation of parliamentary procedures and protocols.• Facilitate training and orientation programmes for new MPs;• Assist the Clerk in ensuring compliance with parliamentary rules of procedure as spelt out in the constitution and the standing

	<p>orders.</p> <p>2. Administrative Duties:</p> <ul style="list-style-type: none"> • Assist the Clerk in overseeing and managing the administrative functions of Parliament, including staffing, budgeting, and procurement. • Act on correspondence and communication on behalf of the Clerk and the Parliament. • Assist the Clerk in ensuring compliance with parliamentary rules, regulations, and procedures; • Coordinate with other governmental and non-governmental organizations as required; • Represent the Parliament in official capacities and at public events when necessary; • Assist the Clerk in formulating policy for the Parliamentary Service.
<p>Skills/ Abilities</p>	<ul style="list-style-type: none"> • Organizational Skills: Strong organizational and time-management skills, with the ability to handle multiple tasks and priorities efficiently. • Communication Skills: Excellent verbal and written communication skills, with the ability to interact effectively with MPs, Staff, and external stakeholders. • Leadership Skills: Proven leadership and management abilities, with experience in supervising and guiding a team. • Analytical Skills: Strong analytical and problem-solving skills, with attention to details and accuracy. • Technical Skills: Proficiency in office software (e.g., Microsoft Office Suite) and familiarity with parliamentary management software.
<p>Education and Experience</p>	<ul style="list-style-type: none"> • Education: Master’s degree in Public Administration, Political Science, Law, or a related field. • Experience: At least 5 years of relevant experience in parliamentary, legislative or public service environment, with a proven track record in a senior administrative role. • Knowledge: In-depth understanding of parliamentary procedures, legislative processes, and

	government operations. Familiarity with the Sierra Leonean political and legal systems is highly desirable.
Personal Attributes	<ul style="list-style-type: none"> • High level of integrity and professionalism. • Ability to work under pressure and adapt to changing circumstances. • Strong commitment to upholding democratic values and parliamentary ethics.

Application Process

Interested candidates should submit their CVs, cover letters, and relevant supporting documents to the **Human Resources Department** of the Sierra Leone Parliament at Tower Hill, Freetown, Sierra Leone or via Parliament’s website: www.parliament.gov.sl on or before 4:00pm on Friday 30th August 2024.

For further information about the role and the application process, please send an email to hra@parliament.gov.sl.

The Sierra Leone Parliament is an equal opportunity employer; we encourage applications from all qualified individuals regardless of their gender, ethnicity, or disability.