



PARLIAMENT OF SIERRA LEONE

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VACANCY ANNOUNCEMENT

Job Title	Assistant Editor of Debate
Grade	5
Main Duties/Responsibilities	<ul style="list-style-type: none"> • Produce draft Hansard of sittings and committees. • Apply Hansard editing and formatting in producing the first transcript. • Undertake research work in connection with Hansard as and when required, and liaise with MDAs. • Checks spellings and punctuations, and where necessary, edit materials whiles having regards to political context of the content. • Help prepare Hansard materials for publication. • Management information and record in accordance with established policies and statutory requirement. • Ensures that the format of the Hansard Report is consistent and accurate. • Facilitate research on the official reports. • He serves as the liaison officer to other parliaments in terms of technological development. • Assists in the processing and production of daily official reports of proceedings of the House, conferences, seminars, etc. <p>Provides guidance in the preparation of the journals/minutes, the calendaring, engrossment and indexing of Bills and resolutions</p>
Skills and Abilities	<ul style="list-style-type: none"> • Effectively organizes people, meetings and resources. • Is able to inform, influence and persuade others on issues that may be complex and/or where political tensions exist. • Treat others with courtesy and respect, regardless of their status. Plans and priorities work and consistently meet deadlines and quality standards. • Is able to keep appropriate records and paper trails. • Supports and respects the decision and work of colleagues, regardless of role, and displays a willingness to learn from them. <p>IT skills especially in the use of MS Word, Outlook, and Excel spread sheet and the internet.</p>
Qualifications	An advanced university degree , Higher Diploma
Working Conditions	<ul style="list-style-type: none"> • Prolonged periods of sitting at a desk and working on a

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	<p>computer</p> <ul style="list-style-type: none">• Ability to work in a team, work under pressure and meet deadlines.• Excellence computer skills.
Language	<ul style="list-style-type: none">• Excellent communication in written and spoken English language appropriate for diverse audiences and purposes is required

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Women are strongly encouraged to apply.

Late submission will not be accepted

Hardcopy applications in a sealed envelope should be sent to Parliament of Sierra Leone, addressed to the Human Resources and Admin Department, Clearly indicate the position you are applying for.

The deadline for all applications is on 31st July, 2024.

A detailed job description will be provided only to shortlisted candidates.

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VACANCY ANNOUNCEMENT

Role Title	Driver
Grade	3
Role Summary	Provide secure and timely driving services to members of Parliament, staff and official visitors to the House of Parliament.
Main Duties/Responsibilities	<ul style="list-style-type: none"> • Provide professional driving services to MPs, staff and Official Visitors of Parliament. • Provide secured and timely professional driving services to MPs, Staff and Official Visitors. • Inform the senior driver on Scheduled annual vehicle examination to the Transportation Department. • Notify for the renewal for the vehicle license • Ensure sound running of the vehicles assigned and arrange minor repairs where necessary • Keep track of timely renewal of vehicle insurance. • Maintain and update vehicle log book. • Arrange regular upkeep of the vehicle • Make sure that all wheel bolt/nuts are secure • Check windscreens and all door glasses are free from cracks • Step on the brake pedal to check for brake pressure •
Skills/ Abilities	<ul style="list-style-type: none"> • Understand and follow traffic rules at all times. • Excellent understanding of the functionality of a motor vehicle. • Demonstrate courtesy to MPs, Staff and Official Visitors while they embark and disembark from the vehicle • Highly skilled in maintaining and cleaning the interior and exterior of the vehicle. • Hands-on experience in performing general maintenance work on assigned vehicles. • Excellent problem detection ability in the event of a vehicle breakdown

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Education and Experience	Must be a trained and qualified driver with an up-to-date drivers licences with Minimum of two years (2) working experience.
Working Conditions	<ul style="list-style-type: none">• Mostly outdoor. Drive long distances and mostly on rough terrains.
Language	English and Kiro

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VACANCY ANNOUNCEMENT

Role Title	Parliamentary Public Relations officer
Grade	7
Role Summary	Working under the direct supervision of the Senior Public Relations Department to manage the reputation and image of Parliament, working to gain public understanding and support through planned publicity campaigns
Main Duties/Responsibilities	<ul style="list-style-type: none">• Support in the planning and hosting of press conferences to announce major news or address crisis.• Support in preparing press releases, articles, social media posts, and other materials for public consumption.• Management of the parliamentary app.• Developing strategies and procedures for working effectively with the media.• Maintaining good working relationships with media organizations.• Collaborate with the deputy direct to promote a good image of Parliament• Working with various teams to organize and host public events and promotions in and out of Parliament• Engaging the public or media directly to address questions and represent the institution of Parliament; and• Perform any other duty that maybe assigned to the Public Information Officer.

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Skills/ Abilities	<ul style="list-style-type: none"> • Carry out instructions effectively and promptly; • Write concisely and effectively; • Analyze a variety of administrative problems and to make problem solving recommendations.; • Communicate fluently in English; • Use tact in dealing with the public; • Read and analyze laws , regulations and other documents guiding International Parliamentary Organizations and Delegations; • Effectively prepare, communicate, present, and respond to Communications from other Parliaments and Parliamentary Organizations; • Work irregular hours, including attendance of meetings, Conferences and other events both locally and Internationally
Education and Experience	Bachelor's degree from an accredited college or university
Working Conditions	<ul style="list-style-type: none"> • Ability to work in a team, work under pressure and meet deadlines. • Excellence computer skills
Language	Excellent communication in written and spoken English language appropriate for diverse audiences and purposes is required French and Arabic is an additional advantage

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VACANCY ANNOUNCEMENT

Role Title	Protocol officer
Grade	7
Role Summary	The Protocol Officer is responsible for coordinating protocol services offered to Members of Parliament, international guests of the Parliament, Parliament staff and Parliamentary Delegation to other Parliaments and International Parliamentary Organisations.
Main Duties/Responsibilities	<ul style="list-style-type: none">• Assist with travel arrangements for official travel ;• Provision of information on official travel including entitlements, travel route and hotel arrangement;• Facilitate with consular arrangements and issuance of passport;• Responsible for the preparation and servicing of Seminars and Conferences and ensure that the necessary logistics are in place;• Prepare and update information on hotel accommodation for international conferences and make such information available to MPs, Parliament staff, etc.;• Coordinate the arrangement for airport pick-up of high-level officials and international guests of the Parliament to expediting of customs and Immigration procedures, as necessary;• Planning of visit programed, sightseeing tours for international guests;• Organize reception, dinner and events;• Liaise with Minister of Foreign Affairs protocol to determine order of precedence at official Parliament functions;• Perform any other duties within the scope and intent of the job as may be assigned from time to time;

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	<ul style="list-style-type: none"> • Perform a variety of standard tasks related to visa application, ticketing and sourcing, hotel reservation, transportation and customs clearance; • Review a variety of data, identify and adjust discrepancies, identify and resolve operational problems.
Skills/ Abilities	<ul style="list-style-type: none"> • carry out instructions effectively and promptly; • write concisely and effectively; • Analyze a variety of administrative problems and to make problem solving recommendations.; • Communicate fluently in English; • use tact in dealing with the public; • read and analyze laws, regulations and other documents guiding International Parliamentary Organizations and Delegations; • effectively prepare, communicate, present, and respond to Communications from other Parliaments and Parliamentary Organizations; • work irregular hours, including attendance of meetings, Conferences and other events both locally and Internationally; • Prepare official Documents such as letter, memo, concept note, minutes, reports or any other official correspondences
Education and Experience	Bachelor's degree from an accredited college or university and at least one year of practical and progressive experience in Protocol.
Working Conditions	<ul style="list-style-type: none"> • Ability to work in a team, work under pressure and meet deadlines. • Excellence computer skills
Language	Excellent communication in written and spoken English

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VACANCY ANNOUNCEMENT

Role Title	Personal Assistant
Grade	
Role Summary	Personal Assistant is responsible for coordinating Assistant to Members of Parliament, Leadership of the Parliament,
Main Duties/Responsibilities	<ul style="list-style-type: none"> • Assist with travel arrangements for official travel ; • Provision of information on official travel including entitlements, travel route and hotel arrangement; • Facilitate with consular arrangements and issuance of passport; • Responsible for the preparation and servicing of Seminars and Conferences and ensure that the necessary logistics are in place; • Prepare and update information on hotel accommodation for international conferences and make such information available to MPs, Parliament staff, etc; • Coordinate the arrangement for airport pick-up of high-level officials and international guests of the Parliament to expediting of customs and Immigration procedures, as necessary; • Planning of visit programed, sightseeing tours for international guests; • Organize reception, dinner and events; • Liaise with Minister of Foreign Affairs protocol to determine order of precedence at official Parliament functions; • Perform any other duties within the scope and intent of the job as may be assigned from time to time; • Perform a variety of standard tasks related to visa application, ticketing and sourcing, hotel reservation, transportation and customs clearance; • Review a variety of data, identify and adjust discrepancies, identify and resolve operational problems.

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Skills/ Abilities	<ul style="list-style-type: none"> • carry out instructions effectively and promptly; • write concisely and effectively; • Analyze a variety of administrative problems and to make problem solving recommendations.; • Communicate fluently in English; • use tact in dealing with the public; • read and analyze laws , regulations and other documents guiding International Parliamentary Organizations and Delegations; • effectively prepare, communicate, present, and respond to Communications from other Parliaments and Parliamentary Organizations; • work irregular hours, including attendance of meetings, Conferences and other events both locally and Internationally; • Prepare official Documents such as letter, memo, concept note, minutes, reports or any other official correspondences.
Education and Experience	Bachelor's degree or Higher Diploma from an accredited college or university and at least one year of practical and progressive experience.
Working Conditions	<ul style="list-style-type: none"> • Prolong sitting in the office and working on a computer • Will be required to do a lot of movement of the office. • Ability to work in a team, work under pressure and meet deadlines. • Excellence computer skills
Language	Excellent communication in written and spoken English language appropriate for diverse audiences and purposes

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VACANCY ANNOUNCEMENT

Role Title	FINANCE OFFICER
Grade	7
Role Summary	The jobholder is responsible for assisting in Imprest cash management, payment disbursements, preparing and verifying financial documents relating to vendor payments, Local and Overseas Travelling for the Parliamentary Service
Main Duties/Responsibilities	<ul style="list-style-type: none"> ⇒ Prepare payment vouchers and check for complete supporting documents for disbursement of funds to suppliers. ⇒ Assist in maintaining Suppliers Arrears schedule records and input information into database or main accounting software. ⇒ Responsible for the processing of Overseas & Local Travelling DSA as approved and delegated. ⇒ Perform daily financial activities and ensure all legitimate deductions like suppliers and withholding taxes are deducted from payments to ensure efficient finance service delivery and are paid to NRA. ⇒ Assist in preparing monthly schedule relating to Vendor obligations and ageing analysis and review of monthly bank reconciliation reports and cash books submitted are in agreement with bank statements. ⇒ Raising of Payment Vouchers (PETS form) for Suppliers' payment approvals on availability of funds
Skills/ Abilities	<ul style="list-style-type: none"> ⇒ Ability to communicate and work in a team effectively. ⇒ Proven experience in working with computerized accounting software like QuickBooks. ⇒ Willingness to work long hours where required and time management ability in order to meet the reporting and payment deadlines of the commission ⇒ In-depth knowledge of the Finance and Controls policy

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Education and Experience	Bachelor's degree from an accredited college or university and at least one year of practical and progressive experience.
Working Conditions	<ul style="list-style-type: none">• Prolong sitting in the office and working on a computer• Will be required to do a lot of movement of the office.• Ability to work in a team, work under pressure and meet deadlines.• Excellence computer skills
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