



# PARLIAMENT OF SIERRA LEONE

Parliament Building - O.A.U Drive, Tower Hill, Freetown | [admin@parliament.gov.sl](mailto:admin@parliament.gov.sl) | [www.parliament.gov.sl](http://www.parliament.gov.sl)

## VACANCY ANNOUNCEMENT

Job Title	Assistant Editor of Debate
Grade	5
Main Duties/Responsibilities	<ul style="list-style-type: none"><li>• Produce draft Hansard of Parliamentary sittings and meetings of Parliamentary committees;</li><li>• Apply Hansard editing and formatting in producing the first transcript;</li><li>• Undertake research work in connection with Hansard as and when required;</li><li>• Checks spellings and punctuations, and where necessary edit materials while having regards to political context of the content;</li><li>• Help prepare Hansard materials for publication.</li><li>• Manage information and record in accordance with established policies and statutory requirement;</li><li>• Ensures that the format of the Hansard Report is consistent and accurate;</li><li>• Assists in the processing and production of daily official reports of proceedings of the House, conferences, seminars, etc.</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Strong writing and editing skills;</li><li>• Critical Thinking;</li><li>• Attention to details;</li><li>• Research Skills;</li><li>• Excellent Computer skills especially in the use of Microsoft Word.</li></ul>
Qualifications	Diploma in English or Linguistics from any accredited college or university.
Work Location	Parliament Building OAU Drive , Tower Hill, Freetown
Language	English Language, knowledge in other international Languages is an added advantage.

All applications should be hand delivered to the Dispatch Section of Parliament or sent via Parliament website: [www.parliament.gov.sl](http://www.parliament.gov.sl) .

Kindly endeavor to submit your application on or before 4:00pm on Friday 26<sup>th</sup> July 2024.

Women are strongly encouraged to apply.



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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"><li>• Provide professional driving services to MPs, staff and Official Visitors of Parliament;</li><li>• Provide secured and timely professional driving services to MPs, Staff and Official Visitors;</li><li>• Notify the Senior Driver for the renewal of the vehicle license and insurance;</li><li>• Ensure sound running of the vehicles assigned and notify Senior driver about any mechanical issues that may require immediate action;</li><li>• Maintain and update vehicle log book;</li><li>• Arrange regular upkeep of the vehicle.</li></ul>
Skills/ Abilities	<ul style="list-style-type: none"><li>• Understand and follow traffic rules at all times;</li><li>• Politeness and confidentiality ;</li><li>• Able to do minor vehicle repairs;</li><li>• problem solving ability.</li></ul>
Education and Experience	Must be a trained and qualified driver with an up-to-date drivers licences. Must have a Minimum two years driving experience.
Work Location	Freetown and any other location as required.
Language	English language is encouraged

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## VACANCY ANNOUNCEMENT

Role Title	Parliamentary Information Officer
Grade	7
Role Summary	Provide professional Information and Communication services to and on behalf of the Parliament of Sierra Leone.
Main Duties/Responsibilities	<ul style="list-style-type: none"><li>• Support the planning and hosting of press conferences to announce major news or address crisis;</li><li>• Support in preparing press releases, articles, social media posts, and other materials for public consumption;</li><li>• Support with content for the parliamentary app;</li><li>• Support the development of strategies and procedures for working effectively with the media;</li><li>• Maintaining good working relationships with media organizations;</li><li>• Collaborate with the deputy direct to promote a good image of Parliament;</li><li>• Working with various teams to organize and host public events and promotions in and out of Parliament;</li><li>• Engaging the public or media directly to address questions and represent the institution of Parliament; and</li><li>• Perform any other duty that maybe assigned to the Public Information Officer.</li></ul>



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

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## VACANCY ANNOUNCEMENT

Role Title	Protocol officer
Grade	7
Role Summary	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"> <li>• Assist with travel arrangements for official travel ;</li> <li>• Provision of information on official travel including entitlements, travel route and hotel arrangement;</li> <li>• Facilitate with consular arrangements and issuance of passport;</li> <li>• Responsible for the preparation and servicing of Seminars and Conferences and ensure that the necessary logistics are in place;</li> <li>• Prepare and update information on hotel accommodation for international conferences and make such information available to MPs, Parliament staff, etc.;</li> <li>• 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;</li> <li>• Planning of visit programed, sightseeing tours for international guests;</li> <li>• Organize reception, dinner and events;</li> <li>• Liaise with Minister of Foreign Affairs protocol to determine order of precedence at official Parliament functions;</li> <li>• Perform any other duties within the scope and intent of the job as may be assigned from time to time;</li> <li>• Perform a variety of standard tasks related to</li> </ul>



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	<p>visa application, ticketing and sourcing, hotel reservation, transportation and customs clearance;</p> <ul style="list-style-type: none"> <li>• Review a variety of data, identify and adjust discrepancies, identify and resolve operational problems.</li> </ul>
Skills/ Abilities	<ul style="list-style-type: none"> <li>• carry out instructions effectively and promptly;</li> <li>• write concisely and effectively;</li> <li>• Analyze a variety of administrative problems and to make problem solving recommendations.;</li> <li>• Communicate fluently in English;</li> <li>• use tact in dealing with the public;</li> <li>• read and analyze laws , regulations and other documents guiding International Parliamentary Organizations and Delegations;</li> <li>• effectively prepare, communicate, present, and respond to Communications from other Parliaments and Parliamentary Organizations;</li> <li>• work irregular hours, including attendance of meetings, Conferences and other events both locally and Internationally;</li> <li>• Prepare official Documents such as letter, memo, concept note, minutes, reports or any other official correspondences.</li> </ul>
Education and Experience	Bachelor's degree from an accredited college or university and at least one year of practical and progressive experience in Protocol.
Work Location	Parliament of Sierra Leone and any other location as required
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	Personal Assistant
Grade	5
Role Summary	Personal Assistant is responsible for providing assistance Parliamentary Leadership.
Main Duties/Responsibilities	<ul style="list-style-type: none"> <li>• Assist with travel arrangements for official travel ;</li> <li>• Provision of information on official travel including entitlements, travel route and hotel arrangement;</li> <li>• Facilitate with consular arrangements and issuance of passport;</li> <li>• Prepare and update information on hotel accommodation for international conferences and make such information available to the Leader;</li> <li>• Work with Protocol for arrangement of the Leader ;</li> <li>• Planning of visit programed, sightseeing tours for international guests;</li> <li>• Organize reception, dinner and events;</li> <li>• Liaise with Minister of Foreign Affairs protocol to determine order of precedence at official Parliament functions;</li> <li>• Provide basic research services</li> <li>• Report and letter writing</li> <li>• Any other duties as requested by the Leader.</li> </ul>
Skills/ Abilities	<ul style="list-style-type: none"> <li>• carry out instructions effectively and promptly;</li> <li>• write concisely and effectively;</li> <li>• Analyze a variety of administrative problems and to make problem solving recommendations.;</li> <li>• Communicate fluently in English;</li> <li>• use tact in dealing with the public;</li> <li>• Report and letter Writing skills;</li> <li>• Computer skills;</li> <li>• Politeness and confidentiality ;</li> </ul>



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	<ul style="list-style-type: none"><li>• work irregular hours.</li></ul>
Education and Experience	Diploma from any recognized College or university
Work Location	Parliament of Sierra Leone and any other location as required.
Language	Excellent communication in written and spoken English language.  Communication in other international Languages is an added advantage

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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 and Overseas Travelling for the Parliamentary Service
Main Duties/Responsibilities	<ul style="list-style-type: none"> <li>⇒ Prepare payment vouchers and check for complete supporting documents for disbursement of funds to suppliers.</li> <li>⇒ Assist in maintaining Suppliers Arrears schedule records and input information into database or main accounting software.</li> <li>⇒ Responsible for the processing of Overseas &amp; Local Travelling DSA as approved and delegated.</li> <li>⇒ 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.</li> <li>⇒ 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.</li> <li>⇒ Raising of Payment Vouchers (PETS form) for Suppliers' payment approvals on availability of funds</li> </ul>
Skills/ Abilities	<ul style="list-style-type: none"> <li>⇒ Ability to communicate and work in a team effectively.</li> <li>⇒ Proven experience in working with computerized accounting software like QuickBooks.</li> <li>⇒ Willingness to work long hours where required and time management ability in order to meet the reporting and payment deadlines of the commission</li> <li>⇒ In-depth knowledge of the Finance and Controls policy</li> </ul>



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Education and Experience	Bachelor's degree in related field from an accredited college or university and at least one year of practical and progressive experience.
Work Location	Parliament of Sierra Leone
Language	Excellent communication in written and spoken English language appropriate for diverse audiences and purposes

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