



**OFFICE OF THE CLERK  
OF THE LEGISLATIVE ASSEMBLY**

PO Box 1884, Apele House - T: (095) 21011, F: (095) 21017, E: ocl@parliament.lk, www.parliament.lk



**Name of Position Holder: VACANT**

Job Title	<b>PARLIAMENTARY BILLS AND ACTS OFFICER</b>
Division	CHAMBER AND PROCEDURAL SERVICES DIVISION
Reports to	PRINCIPAL BILLS AND ACTS OFFICER
Reporting positions	n/a
Classification level	A10
Salary	\$22,668 PA
Main purpose of Role	To ensure that English texts of Bills, Acts, translations are proof-read and processed in a timely manner.
<b>Key tasks</b>	
Technical	1. Assists in proof-reading English texts of Bills, Acts and Regulations.
Quality Assurance and customer satisfaction	
Business planning, reporting and management	
People management, development and teamwork	
Administration	
Advice and consultancy	
General Responsibilities	1. Adheres to the Office's Equal Employment Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible. 2. Is responsible for own health and safety and that of colleagues. 3. Undertakes other such other duties as may be reasonably expected.
Performance Measures	1. Timely proof-reading of English texts of relevant documents.
Frequent Contacts	Secretariat staff

<b>Selection Criteria</b>	
Qualifications	1. Minimum qualification of a Bachelors degree in Arts/Communication or relevant (Essential).
Experience	N/A
Skills	1. Must be proficient in the use of computers especially in various Microsoft suites (Essential). 2. Must have highly developed written and oral skills in English and Samoan as well as very good listening and attention to detail skills (Essential).
Personal Attributes	1. Must possess pleasant manners, be approachable and have a flexible attitude towards working hours (Essential).
<b>Document History</b>	
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