



<b>Position</b>	<b>CLERK OF THE LEGISLATIVE ASSEMBLY</b>
<b>Ministry</b>	<b>OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY</b>
<b>Position Purpose &amp; Background</b>	<p>The Clerk is the head of the Office of the Clerk of the Legislative Assembly. The Clerk oversees development, implementation and monitoring of all the Assembly's mandated functions and strategic plans in relation to sector and national goals. The Clerk of the Legislative Assembly is responsible to the Speaker of the House for the following core functions:</p> <ul style="list-style-type: none"> <li>▪ Business of Assembly</li> <li>▪ Order Paper, Bills and Parliamentary Papers</li> <li>▪ Records and Minutes of Parliament sittings.</li> <li>▪ Parliamentary Support and Advice.</li> <li>▪ Administrative support to Members of Parliament</li> <li>▪ Strategic direction for the Office of the Clerk of the Legislative Assembly</li> <li>▪ Commonwealth of Parliamentary Associations (CPA) secretariat responsible for Inter-Parliamentary relations.</li> <li>▪ Provide effective leadership and coordination of the Office of the Clerk</li> <li>▪ Asset Management (Public Assets) Infrastructure and Assets under the Assembly's custody.</li> </ul> <p>The Assembly's headquarter is located in Apia at Mulinuu. The Assembly is comprised of 10 divisions and employs a staff of 100. Inclusive in this aggregate number are 10 Assistant Clerks and Managers, 1 Clerk, 1 Deputy Clerk and 88 employees.</p>
<b>Responsible To</b>	<p>(a) The Speaker of the House.</p> <p>(b) The Responsible Minister of the Assembly</p> <p>(c) The Ministry of Finance for compliance with Public Finance Management Act 2001</p>
<b>Accountabilities / Duties</b>	<ul style="list-style-type: none"> <li>▪ <i>General</i></li> <li>▪ Providing high quality policy advice to the Speaker &amp; Minister on all areas of the Assembly's mandate;</li> <li>▪ Provide technical guidance, advice and support to the Members of Parliament in the fulfillment of their Parliamentary duties.</li> <li>▪ Provide excellent administrative services to the Members of Parliament.</li> <li>▪ Deliver on the targets and/or objectives set for the Assembly in its Corporate Plan and the Clerk's Performance Agreement;</li> <li>▪ Ensuring that the Assembly has the infrastructure, strategies, capabilities and supporting culture to support the Members of Parliament and enable the delivery of its mandate and corporate objectives;</li> <li>▪ Leading and managing the people of the Assembly to ensure achievement of its mandate and objectives through role-modeling of the Assembly's Values</li> </ul>

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- and Code of Conduct, Principles of Employment; and Powers and Privileges.
  - Submit to the Responsible Minister the Annual Report on the operations of the Ministry no later than 3 months after the end of each financial year
  - Perform all duties stipulated in the Standing Order.

- ***Position specific***

Lead and manage the Assembly to :

- Ensure that the Parliament shall proceed with its business in the Order as set out in Standing Order 45.
- The Order Paper is ready and loaded to the website for members information, before Parliament sitting.
- Upload English copies of Bills approved by Cabinet for tabling, Committees reports and government responses are loaded onto the Parliament website.
- Circulate translated copies of Bills and Committee reports to members before the Committees or Whole House meet.
- Keep the order book where a record of all matters to be discussed are recorded and made accessible to members at all time.
- Keeping and distribution of journals where all proceedings of the Assembly are recorded and copies distributed to members 1 month before the next sitting.
- Disposing of Records – destroy and dispose records according to the timeframes stipulated in the Standing Order.
- Keeping accurate and up to date records of all members and all information pertaining to them during their reign as Members of Parliament.
- Represent the Parliament of Samoa in relevant, national regional and international institutions, organizations and forums.

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## KEY DELIVERABLES

Develop and implement the following documents:

1. Parliamentary Services Bill
2. Corporate Plan 2019 – 2022
3. Member’s Guide
4. Disaster Management Plan
5. Risk Management and Safety and Security Framework
6. Review of the Standing Order

### Position specific competencies Skills and Abilities

#### *Strategic Thinking*

- Articulates a clear vision of the Office of the Clerk of the Legislative Assembly and inspires a sense of shared purpose and direction.
  - Drives the organization’s vision and long-term direction to achieve Parliament objectives and ensure improved services to the Members of Parliament.
  - Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions.
  - Provides advice to the Assembly that reflects analysis of a broad range of issues and the whole-of-government agenda.
  - Demonstrates a sophisticated understanding of political, social and economic
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	factors affecting the Parliament.
<b><i>Building relationships</i></b>	<ul style="list-style-type: none"> <li>▪ Builds and sustains relationships within the organization, with the Speaker, Minister, members of Parliament, across the public service, across agencies and with a diverse range of external stakeholders.</li> <li>▪ Drives a culture of collaboration, participation and values diverse viewpoints to enhance operations.</li> <li>▪ Recognizes importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>▪ Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement.</li> <li>▪ Empowers, mentors and engages in activities to sustain morale.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.</li> </ul>
<b><i>Delivers / achieves results/outcomes</i></b>	<ul style="list-style-type: none"> <li>▪ Drives activities that support organizational sustainability, operational efficiency and flexible resource management.</li> <li>▪ Engenders a culture of accountability and transparency.</li> <li>▪ Optimizes professional expertise to improve overall performance and delivery of organizational outcomes.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> <li>▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>▪ Drives an efficient and effective system of reporting progress and evaluation results.</li> </ul>
<b>Personal Attributes</b>	
<b><i>Integrity and Honesty</i></b>	<ul style="list-style-type: none"> <li>▪ Provides impartial and forthright advice.</li> <li>▪ Models high standard of ethics and probity.</li> <li>▪ Is widely trusted and seen as a direct, truthful and courageous individual.</li> <li>▪ Serves the Parliament of the day irrespective of personal preferences.</li> <li>▪ Exemplifies integrity and personifies the Office of the Clerk values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
<b><i>Commitment &amp; Personal Drive</i></b>	<ul style="list-style-type: none"> <li>▪ Displays personal commitment to the purpose and philosophy of the Parliament as seen through personal drive, focus and energy.</li> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Is prepared to make tough corporate decisions to achieve desired outcomes.</li> <li>▪ Accepts accountability for mistakes made in the organization and ensure corrective action is taken.</li> </ul>
<b><i>Intellect and Judgment</i></b>	<ul style="list-style-type: none"> <li>▪ Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting Parliament agenda and impacts on the organization.</li> <li>▪ Shows levels of high analytical, conceptual and innovative thinking.</li> <li>▪ Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance organizational performance.</li> <li>▪ Anticipates implications and applies effective judgment to develop solutions.</li> </ul>
<b><i>Creativity and Innovation</i></b>	<ul style="list-style-type: none"> <li>▪ Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>▪ Pursues new methods and solutions, thinks outside the box, connects disparate ideas, is unafraid to use unorthodox methods.</li> <li>▪ Brings out the best in others in brainstorming sessions or one-on-one, leading them to discover new connections, new solutions and new ways of doing the job.</li> </ul>
<b><i>Experience &amp; past work performance</i></b>	At least 10 years of experience at the Table and senior Parliamentary management level doing Parliamentary work or similar.

	Proven experience in leadership at a minimum of ten (10) years of experience.
<b><i>Knowledge</i></b>	<p>Functions of Parliament and how it operates.</p> <p>Sound knowledge of Standing Order, Legislative Powers &amp; Privileges Ordinance, and legislative processes.</p> <p>Good understanding of the Samoan laws and inter parliamentary relations.</p>
<b><i>Academic qualification</i></b>	<p>A Degree in Law or any other Social Science Discipline. A post graduate degree will be an advantage. Other academic qualifications and achievements will also be considered.</p> <p>Must have a Samoan matai title and must be an expert in Samoan oratory language.</p>
<b><i>Remuneration &amp; Term</i></b>	<p>The position is on a Contractual term of three (3) years.</p> <p>The salary for the position is <u><b>CEO Grade B SAT \$117,667.00 - \$121,870.00</b></u> per annum before tax. This amount is inclusive of 7% employer contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.</p>