



**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:

Job Title	CLERK ASSISTANT CHAMBER & PROCEDURE
Division	CHAMBER AND PROCEDURE SERVICES DIVISION
Reports to	CLERK OF THE LEGISLATIVE ASSEMBLY.
Reporting positions	Principal Chamber Officer, Principal Bills and Acts Officer, Senior Bills and Acts Officer, Senior Procedure Officer, Bills and Acts Officer, Senior Chamber Officer
Classification level	
Salary	\$84,048 PA

Main purpose of Role	<ol style="list-style-type: none"> 1. Is responsible for the provision of procedural advice and administrative support for the conduct of business in Chamber. 2. Is responsible to the Clerk for preparation of all Parliamentary business for introduction. 3. Is responsible for the development of processes and metrics that support the achievement of the Organisation's business goals. 4. Coordinates the implementation of services pertaining to the Chamber and Procedure Services Division.
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Key tasks

Technical

Leadership	<ol style="list-style-type: none"> 1. Formulates direction and strategy for the Division. 2. Manages and provides leadership on all Divisional operational functions. 3. Provides timely and appropriate advice on all Divisional matters to senior Management and Clerk. 4. Leads the development and direct the implementation of strategies and plans to assist in the continuous improvement of Assembly services.
Quality Assurance and customer satisfaction	<ol style="list-style-type: none"> 1. Develops and ensures the implementation of internal controls which maintain the quality of service to Parliament and relevant stakeholders. 2. Oversees the provision of excellent and cohesive service delivery to Parliament and relevant stakeholders.

	<ol style="list-style-type: none"> 3. Develops strategies to monitor and improve policies, procedures and customer service standards in all aspects of divisional operation.
Business planning, reporting and management	<ol style="list-style-type: none"> 1. Develops, implements, reviews and reports on annual Plans. 2. Prepares, implements, reviews and reports on Divisional Corporate Plan deliverables, Annual Management Plans and Individual Performance Plans for the Division. 3. Prepares and monitors the Divisional budget and ensure best practice and costs savings are achieved. 4. Prepares submissions for additional funding and manages expenditure with OCLA guidelines. 5. Develops business reporting metrics for Divisional activity and ensure continued development of regular reports. 5. Actively participates in all management committees and senior management meetings.
People management, development and teamwork	<ol style="list-style-type: none"> 1. Leads, develops and manages staff to provide a professional working environment. 2. Builds and maintains an effective team by providing strong leadership, direction, mentoring and training. 3. Builds strong networks with the senior management team and stakeholders. 4. Manages the performance of staff to required standards within OCLA guidelines including the successful resolution of staff discipline and grievance issues. 5. Implements honest and un-biased annual performance appraisal of Division staff.
Technical Responsibilities	<ol style="list-style-type: none"> 1. Draft, translate and circulate Order Papers and Cue Papers for Parliamentary sittings. 2. Prepare all procedural documents for Parliamentary sittings. 3. Compile the Reprint of Statutes in accordance with existing legislation. 4. Compile and update accurate Registers for Acts, Bills, Regulations and other Parliamentary documents. 5. Update the Table of Samoa Acts and Regulations from time to time. 6. Conducts and monitors sales of Acts and Regulations locally and internationally. 7. Print fair all Acts for assent by Le Ao o le Malo before certification. 8. Efficient provision of Parliamentary information in digital form.
General Responsibilities	<ol style="list-style-type: none"> 1. Adheres to the Office's Equal Employment Opportunities policy in all activities. 2. Is responsible for own health and safety and that of colleagues. 3. Undertakes other duties as directed by the Clerk. 4. Actively promotes equality of opportunity wherever possible.
Performance Measures	<ul style="list-style-type: none"> • Manages budget expenditure for Division within allocation. • Manages Chamber & Procedure Division business planning cycle.

	<ul style="list-style-type: none"> • Contributes to Office activities. • Specific indicators as negotiated with the Clerk.
Decision Making Authority	<ol style="list-style-type: none"> 1. Resolves staff and stakeholders complaints 2. Provides advice to Management and Stakeholders on matters affecting Service provision 3. Provides guidance to assist and determine priorities for senior management team 4. Participates in approvals for recruitment of personnel for division
Frequent Contacts	Members of Parliament, Secretariat staff, general public
Selection Criteria	
Qualifications	1. Minimum requirement of a degree in Political Science or similar field (Essential).
Experience	<ol style="list-style-type: none"> 1. Must have at least 8 years of relevant work experience at the managerial level (Essential). 2. Must have extensive knowledge of Parliamentary procedures and related legislations (Essential).
Skills	<ol style="list-style-type: none"> 1. Demonstrated ability in written and oral communication in both Samoan and English, strategic planning skills, analytical skills, computer literacy, networking and public relation skills (Essential). 2. Demonstrated ability to manage the financial resources and other resources available to the Office of the Clerk to achieve defined targets and outputs within budgetary expectations (Essential) 3. Demonstrated ability to lead a Division and facilitate high performance and improved service delivery (Essential).
Personal Attributes	<ol style="list-style-type: none"> 1. Must be above reproach in work ethics and must command the respect of subordinates (Essential). 2. Must be politically neutral (Essential) 3. Must be healthy and have a flexible attitude to working hours (Essential). 4. Must not exceed age restriction provided by policy and directives (Essential).
Document History	
Approval Date	
Review Date	
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