



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

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Name of Position Holder: VACANT

Job Title	RESEARCH OFFICER
Division	RESEARCH OFFICE
Reports to	CLERK ASSISTANT, RESEARCH OFFICE
Reporting positions	NONE
Classification level	A10
Salary	\$22,668 PA
Main purpose of Role	Assists the Clerk Assistant, Research Office in ensuring that deliverables for the Office are achieved in the quality and timeframe expected.
Key tasks	
Technical	<ol style="list-style-type: none"> 1. Assists with the development of standards and mechanisms to enable the Parliament and Committees to measure policy performance against national goals (eg. SDS, SDGs). 2. Assists with the preparation of researched briefs for Parliamentary Committees on Bills and Parliamentary Papers referred by the Assembly. 3. Assists with the preparation of researched briefs for Parliamentary Committees regarding legislative administration by responsible Ministry or Corporation with reference to their Annual Reports. 4. Updates the Divisional Register Book.
Quality Assurance and customer satisfaction	
Business planning, reporting and management	
People management, development and teamwork	
Administration	1. Contributes to the management and security of Divisional records.
Advice and consultancy	
General Responsibilities	1. Adheres to the Office's Equal Employment Opportunities policy in all activities, and actively

	<p>promotes equality of opportunity wherever possible.</p> <p>2. Is responsible for own health and safety and that of colleagues.</p> <p>3. Undertakes other such other duties as may be reasonably expected.</p>
Performance Measures	<p>1. Assistance rendered reflects best practice and conducted in a timely fashion with positive feedback from customers.</p> <p>2. 100% accurate and timely submissions of assigned researched briefs on Bills and Parliamentary Papers to the Manager and relevant stakeholders.</p> <p>3. 100% accurate and timely submissions of assigned researched briefs on legislative administration to relevant stakeholders.</p> <p>4. 100% retrieval rate of Divisional records.</p>
Frequent Contacts	1. Members of Parliament, Secretariat Staff, General public.
Selection Criteria	
Qualifications	1. Minimum of a degree in Law, Political Science, Sociology or relevant field (Essential).
Experience	n/a
Skills	<p>1. Well developed organizational and administrative skills and demonstrated performance in the delivery of outcomes while working to deadlines under pressure (Essential).</p> <p>2. Ability to work effectively as a member of the team (Essential).</p> <p>3. Must have highly developed written and oral skills in both English and Samoa with high levels of interpersonal skills including judgment and tact and the ability to converse with various key stakeholders (Essential).</p> <p>4. Must possess strong research and analytical skills (Essential)</p> <p>5. Must be proficient in the use of computers especially in various Microsoft suites (Essential)</p>
Personal Attributes	<p>1. Must be an effective team player with a flexible attitude to working hours (Essential)</p> <p>2. Must possess pleasant manners, approachable with attention to detail skills (Essential)</p>
Document History	
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