

Name of Position Holder: VACANT	
Job Title	SENIOR CHAMBER OFFICER
Division	CHAMBER AND PROCEDURE OFFICE
Reports to	CLERK ASSISTANT, CHAMBER AND PROCEDURE OFFICE
Reporting positions	n/a
Classification level	
Salary	\$29,743 PA
Main purpose of Role	Assist in managing the Maota, Bills and Acts Section by providing professional procedural and secretarial services.
Key tasks	
Technical	<ol style="list-style-type: none"> 1. Ensure timely delivery and distribution of all Parliamentary Papers to Members of Parliament. 2. Assist with the provision of Chamber services during sittings. 3. Assist in maintaining Index of Acts and Legislations.
Quality Assurance and customer satisfaction	
Business planning, reporting and management	
People management, development and teamwork	
Administration	
Advice and consultancy	
General Responsibilities	<ol style="list-style-type: none"> 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. All Parliamentary Papers are delivered and distributed 3 days before Parliamentary Sittings.

	<p>2. Support services rendered at all times and feedback from customers is positive.</p> <p>3. 100% accurate maintenance of index of Acts and legislations within 3 days upon receipt.</p>
Frequent Contacts	Members of Parliament, Secretariat staff
Selection Criteria	
Qualifications	1. Minimum of a PSSC Certificate with high passes in English and Samoan (Essential).
Experience	2. Minimum of at least 5 years relevant working experience (Essential).
Skills	<p>3. Must have good written and oral skills in both English and Samoa (Essential).</p> <p>4. Be highly knowledgeable in Samoan customs and usage and have good communication skills (Essential).</p>
Personal Attributes	5. Must possess pleasant manners, be approachable and have a flexible attitude towards working hours (Essential).
Document History	
Approval Date	
Review Date	
Revision History	