



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

PO Box 1966 Apia Samoa - T: (685) 21811 F: (685) 21817 E: ocla@parliament.ws W: www.parliament.ws



Name of Position Holder:

Job Title	Senior Bills and Acts Officer
Division	Chamber and Procedural Services Division
Reports to	Principal Bills and Acts Officer
Reporting positions	n/a
Classification level	
Salary	\$30,635.59
Main purpose of Role	To ensure that English texts of Bills, Acts, translations are proof-read and processed in a timely manner.

Key tasks

Technical	<ol style="list-style-type: none"> 1. Scans and formats English versions of Bills/Regulations. 2. Types/formats Samoan translations of Bills/Regulations from Translators. 3. Cross-reads the English versions of Bills/Regulations. 4. Inserts Translators corrections of the Samoan translations.
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 such other duties as may be reasonably expected.
Performance Measures	<ol style="list-style-type: none"> 1. 100% accurate formatting of document. 2. Document is typed/formatted for tabling 3 days before Parliament Sitting. 3. 100% detection rate of corrections during cross reading. 4. 100% accurate insertion of corrections. 5. 100% of backups and storage for all Acts passed are produced.
Decision Making Authority	n/a
Frequent Contacts	Secretariat Staff

Selection Criteria

Qualifications	<ol style="list-style-type: none"> 1. Minimum qualification of a Bachelor degree in Arts/Communication or relevant (Essential)
Experience	<ol style="list-style-type: none"> 2. Minimum of at least 5 years of relevant work experience (Essential)
Skills & Abilities	<ol style="list-style-type: none"> 3. Must have good communication skills and attention to detail skills (Essential) 4. Must have highly developed written and oral skills in both Samoan and English (English) 5. Must be proficient in the use of computers especially in various Microsoft suites (Essential)

Personal Attributes	6. Must possess pleasant manners and have a flexible attitude to working hours (Essential)
Document History	
Approval Date	21/2/2020
Review Date	17/2/2020
Revision History	