



OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY

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TERMS OF REFERENCE

Post title: Technical Advisor- Separation of Parliament

Location: Office of the Clerk of the Legislative Assembly, MTEA Building, Mulinuu, Apia, Samoa

Report to: Clerk of the Legislative Assembly of Samoa

Funding: Government of Samoa

Main function of the Post is to: Conduct an assessment of the feasibility for the Parliament of Samoa to gain financial and administrative autonomy from the Executive branch. Other main duties and responsibilities of the Technical Advisor will include the following:

- Where necessary, coordinate and organize dialogues, interviews with stakeholders, Ministries and relevant parties to enhance an understanding of the current processes and procedures of Parliament;
- Prepare a final report on his/her assessment with best options for the Office to consider together with implementation framework. This is to be presented to the Speaker and Management of the Office of the Clerk of the Legislative Assembly.

Required Skills and Competencies

Professionalism: demonstrates professional competence and mastery of the subject matter; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence especially when faced with challenges; shows respect for the Samoan culture and traditions, respect for Members of Parliament; strong ability to provide conceptual analysis, strong sense of responsibility and commitment.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication. Demonstrates openness in sharing information and keeping the Speaker and Clerk informed.

Functional Competence:

- Has been greatly involved in conducting assessment and recommendations to government or any organization on organizational restructuring and development;
- Strong ability to provide conceptual analysis;
- Strong sense of responsibility and commitment;
- Ability to prioritize and manage workload independently;
- Ability to operate effectively in a busy working environment;

Experience

A minimum of ten years of experience in providing quality advice in organizational restructuring, strong financial background and knowledgeable in current government processes. Experience in Parliaments in the Commonwealth and the South Pacific region is desirable.

Education

Advanced University degree (Master's degree or equivalent) in Organizational Modelling/Development and Finance Administration, Political Science, International Relations, Social Sciences, Law, Public Policy or a related field.

Language

Fluency in spoken and written Samoan and English is required.

Deliverables

1. Submit a report on the assessment of the Office of the Clerk of the Legislative Assembly and Parliament's feasibility on being financially and administrative independent from the Executive.

2. Provide recommendations on options for the Office to consider with relevant implementation framework.
3. Present report to Speaker and Management of the Office of the Clerk of the Legislative Assembly.

Tenure of Appointment

The post will be for a term of two (2) months. The assignment is expected to commence on the day the contract is signed. The recruitment of this Technical Assistant will be guided by the Government of Samoa's relevant laws, processes and procedures.