



**REPUBLIC OF NAURU
GOVERNMENT GAZETTE
PUBLISHED BY AUTHORITY
EXTRAORDINARY**

No. 172

14th December, 2012

Nauru

G.N. No. 693 / 2012

PARLIAMENT SECRETARIAT – VACANCY

Applications are invited for appointment to the following position:

Job title: Clerk of Parliament
Salary level: \$10,018 per annum (L8.2)
Responsible to: Speaker of Parliament

Primary purpose of the position

The Clerk is responsible for the work of the Parliamentary Secretariat other than legislative drafting. The position of Clerk is created under Article 33 of the Constitution.

Principal responsibilities

The Clerk is responsible for:

- advising the Speaker on the practice and procedure of Parliament, as governed by the Constitution and the Standing Orders;
- making logistical arrangements for sittings of Parliament;
- recording the votes and proceedings of Parliament;
- preparing the Notice Paper for each sitting of Parliament;
- providing secretariat services to Select and Standing Committees of Parliament, including making logistical arrangements for meetings of Committees, taking minutes of meetings and overseeing the production of transcripts of evidence;
- overseeing the work of Hansard including:
 - the timely and accurate production of Hansard;
 - the back capture of Hansard for past sittings;
- overseeing the work of the Parliamentary Library including:
 - the keeping of certified copies of Acts, Hansard, Committee records and Parliamentary Papers;
 - the development of online resources for Members;
 - research services for Members;
- administering the Parliament secretariat, including:
 - preparing and managing the budget;
 - managing the staff of the secretariat;
 - making travel arrangements for the Speaker and Deputy Speaker;
 - liaising with other departments, foreign Parliaments and parliamentary associations.

G.N. No. 693 / 2012 (cont'd)

The Clerk works cooperatively with the Parliamentary Counsel who is responsible for legislative drafting.

Selection criteria

Applicants must meet the following criteria:

1. Excellent written English skills
2. Ability to understand complex information
3. Excellent organisational skills, including the ability to manage many competing tasks at the same time
4. Ability to lead and work as part of a team, including the ability to prepare work programs, allocate work and monitor completion of work
5. Ability to manage the performance of others
6. Good IT skills, including basic familiarity with Microsoft Office
7. Ability to show initiative
8. Willingness to accept responsibility

The successful applicant will receive training on certain aspects of the position, such as the practice and procedure of Parliament.

An organisational chart for the Parliament Secretariat is available from the Parliamentary Counsel.

Questions about the position should be directed to the Parliamentary Counsel, Katy Le Roy, at katy.leroy@naurugov.nr

Applications should be lodged at the Speaker's Office in the Parliament building, or by email addressed to parliament.info@naurugov.nr, no later than 5.00pm, Friday 18 January 2013 and must include:

- name
- contact details
- a description of the applicant's qualifications and experience for the job; and
- a statement about how the applicant meets the selection criteria.

**HON LUDWIG SCOTTY MP
SPEAKER OF PARLIAMENT**
