



GOVERNMENT VACANCY

JOB TITLE: Assistant Clerk

MINISTRY: House of Assembly (Parliament)

LOCATION: Grand Turk

JOB SUMMARY:

To provide strategic and management support to the Members of Parliament in the Chamber of the Parliament, Committees and the Local CPA Branch and to undertake a broad range of tasks which contribute to supporting Members in fulfilling their parliamentary role in holding the Government to account. The Assistant Clerk will work closely with politicians from all parties, and will be expected to act with integrity and complete political impartiality at all times. The Assistant Clerk will work primarily for the Appropriation, Administration and Expenditure Committee and will also be expected to manage the administration of other ad hoc, standing or permanent Committees as required.

KEY DUTIES AND RESPONSIBILITIES:

- Be responsible for the management, administration and effective operation of all Committees in the Parliament.
- Draft Committee reports which are evidenced-based and in accordance with the Committee's direction.
- Organize and coordinate oral evidence sessions for the Committee.
- Deputies for the Clerk of the Parliament from time to time with appropriate training.
- Provide support to Members of the Parliament to carry out their parliamentary roles as constituency representatives, law makers and holding the Government to account.
- Advise the Committee on lines of inquiry.
- Manage Committee oral evidence sessions including arranging meetings, securing witnesses and supervising publication arrangements for evidence.
- Draft briefing material and suggested questions for oral evidence sessions and draft and oversee the publication of committee reports.
- Keep abreast of evidence taken by the committee and other background written material relevant to the committee's inquiries.
- Offer procedural advice to the Chair and other MPs on the committee under the guidance of the Clerk of the Parliament.
- Manage correspondence and queries from participants in inquiries and the wider public.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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- Liaise with internal and external stakeholders including those making submissions to committee inquiries, Government departments, the public and the media.
- Monitor the overall effectiveness and equity of operations within the Committees.
- Deputies for the Deputy Clerk of the Parliament from time to time and provide assistance when the Parliament is in session as required.
- Develop and maintain collaboration with local, regional and international stakeholders including the Office of the National Auditor.
- Manage Committee shared drives and databases to ensure full and accurate records of the Committee's work are saved, with the assistance of the Executive Assistant.
- Act as a catalyst for change, model change and build capacity for managing.
- Adhere to all Public Service codes, rules and regulations
- Perform other related tasks as assigned.

KNOWLEDGE AND SKILLS:

- Good knowledge of the public sector
- Research skills
- Good communication and interpersonal skills
- Excellent written communication skills
- Management skills
- Knowledge of Parliamentary procedure an advantage
- Ability to serve Committee Chairmen and Members from all sides of the House

QUALIFICATIONS AND EXPERIENCE:

- **Qualifications:** An Associate's Degree in Political Science, Accounting, Law, Management, Economics or a related field.
- **Experience:** Significant experience in the public sector.

SALARY: GRADE 6.1 \$45,992.00 per annum

APPLICATION PROCEDURE:





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Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

