



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Clerical Officer (Registry)

MINISTRY: Ministry of Agriculture & Livestock

DIVISION: Corporate Services Support

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 270-00009

MINISTRY VACANCY NUMBER:

POSITION LEVEL: 4/5

SALARY RANGE: \$27,920.80 - \$41,087.21

THIS POSITION REPORTS TO: Chief Administration Officer & Human Resource Manager

POSITIONS SUPERVISED: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Agriculture & Livestock is mandated to promote, follow up proper accountancy in the Government funds in terms of how it has been used in the services for the people and country as a whole. Based on the correct and realistic, financial instructions in delivering the right service of Ministry's Corporate Plan).

This position will contribute to the corporate functions and objectives of this Ministry by the ensuring proper record management, process and procedure is in place.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist with the Registry Officer management of records, ensuring compliance with the SIG Records Management Guidelines and National Archives Records Management 2013.
2. Assist with the Registry Officer with management of MoFT In-coming & Out-going mails/correspondences.
3. Assist with the Registry Officer with conducting quarterly audits of the ministry's records (files) to maintain efficient implementation of the SIG Records Management Guidelines and reporting.
4. Must complete PMP form annual and submit to supervisor for work assessment.
5. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. File security measures are in place, maintained and archiving of records is completed efficiently as per the Solomon Islands Records Management Guideline.
2. Ministry's mail is registered, distributed and records are filed efficiently and effectively.
3. Quarterly audits of Ministry's records are complete and accurate reports provided to management.
4. Supervisor have record for PMP submitted and one on one assessment of work is done annual.
5. Completion of other duties assigned by management.
6. 100% attendance and compliance with Public Service Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- Complete Certificate in Business Administration, Secretarial studies or records management with 1 years of experience in related field.

Desirable Qualifications

- Successfully complete trainings on Record Management, filing and or with 2-year experience in similar field.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

KSC1: Knowledge of Solomon Islands Government Records Management Policy or ability to quickly learn and apply relevant procedures and policies.

KSC2: Demonstrated ability to work with minimal supervision and maintain confidentiality.

KSC3: Good written and verbal communication skills and the ability to prepare written correspondence.

KSC4: Demonstrated ability to utilize all Microsoft office applications.

KSC5: Ability to maintain electronic and hard copy filing systems to manage confidential correspondences records and reports.

KSC6: Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,073.88 - \$1,580.28 **Annual Salary:** \$27,920.80 - \$41,087.21

Annual Leave entitlement: As per Public Service Policy

Other Conditions of Service relevant to this position:

- Housing Allowance or access to the Public Service Rental Scheme.
- Other standard leave entitlement outlined in the General Orders for SIG Public servants.

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: