



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Legal Policy Unit

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00241

MINISTRY VACANCY REF:

POSITION TITLE: Senior Registry Clerk

POSITION LEVEL: Level 7/8

SALARY RANGE: \$ 1,961.17- \$ 2,439.28

THIS POSITION REPORTS TO: Principal Authorise Justice Coordinator/ Principal Legal Policy Officer

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Legal Policy unit support the Ministry of Justice and Legal Affairs to develop and review of legal policies and legislation in accordance with SIG priorities.

The Senior Registry Clerk provides professional registry and administrative support to the Legal Policy Unit, ensuring efficient filing, record management, and smooth flow of legal documents and correspondence.

SECTION C - KEY OF DUTIES

- Receive, record, and manage incoming and outgoing legal documents, correspondence, and submissions.
- Maintain and organize physical and electronic filing systems, ensuring documents are easily retrievable.
- Track the movement of files and ensure timely submission and processing of legal documents.
- Support preparation of reports, policy drafts, and legal documentation as required.
- Ensure compliance with record management standards and confidentiality protocols.
- Assist in monitoring deadlines and schedules for policy submissions and legal processes.
- Provide administrative support to staff, including typing, formatting, and distributing documents.
- Train and supervise junior registry staff on proper file handling and record management procedures.

SECTION D – KEY DELIVERABLES

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

1. Accurate and timely registry of all legal documents and correspondence.
2. Efficient and organized filing systems (physical and electronic).
3. Regular updates and reports on the movement and status of files.
4. Support to staff in preparation and management of legal documents.
5. Compliance with legal and organizational confidentiality standards.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma or Bachelor Degree in Public Administration, Records Management, or related field.
- Training in registry or document management systems is an advantage.

Experiences

- At least 3 years of relevant work experience in registry, clerical, or administrative support within the public service.

- Experience in maintaining filing systems, handling correspondence, and document tracking.
- Proven ability to manage both electronic and manual record systems.

Key Competencies and knowledge:

- Excellent record-keeping, filing, and information retrieval skills.
- Strong attention to detail and organizational skills.
- Good interpersonal and communication abilities.
- Ability to maintain confidentiality and handle official documents responsibly.
- Demonstrated ability to prioritize tasks and meet tight deadlines.
- Reliable, proactive, and able to work independently or as part of a team.
- Knowledge of registry procedures, government filing systems, and record control mechanisms.
- Understanding of information classification and security protocols.
- Familiarity with administrative processes within the Legal Policy Unit or a similar government department.
- Awareness of government policies, public service values, and code of conduct requirements.

SECTION F – KEY SELECTION CRITERIA

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

KSC 1. Proven experience in registry, records management, or administrative support in a legal, policy, or government environment.

KSC 2. Strong organizational and time-management skills, with attention to detail.

KSC 3. Demonstrated ability to maintain accurate filing and registry systems.

KSC 4. Knowledge of record management procedures, confidentiality, and public service standards.

KSC 5. Proficiency in MS Office and electronic filing systems.

KSC 6. Good communication and interpersonal skills, with ability to work as part of a team.

KSC 7. Demonstrated ability to maintain confidentiality, impartiality, and accountability in all tasks and high ethical standards and commitment to public service values.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ \$ 1,961.17- \$ 2,439.28

Annual Salary: \$ 50,990.46-\$ 63,421.20

Annual Leave entitlement: 28 days per annum

Housing Allowance: Payable 10% of the Basic Salary if no Housing is provided

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: