

NATIONAL ASSEMBLY CIRCULAR NOTICE NO. 1 OF 2023

**NATIONAL ASSEMBLY
P.O. Box 190
MASERU - 100**

26th July 2023

REF: NA/CIR/1

**TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENT
ALL DISTRICT ADMINISTRATORS**

**COPY: GOVERNMENT SECRETARY
SENIOR PRIVATE SECRETARY TO HIS MAJESTY
SENIOR PRIVATE SECRETARY TO THE PRIME
MINISTER
CLERK TO THE SENATE
ATTORNEY GENERAL
AUDITOR GENERAL
OFFICE OF THE OMBUDSMAN
ACCOUNTANT GENERAL
DIRECTOR OF ELECTIONS
SECRETARY - PUBLIC SERVICE COMMISSION**

Applications are invited from suitably qualified local candidates for the following position, tenable at the National Assembly.

JOB TITLE : COMMITTEE COORDINATOR
GRADE : H
NO. OF POSITIONS : 1
RESPONSIBLE TO : DEPUTY CLERK

JOB SUMMARY

Under the general supervision of Deputy Clerk, the incumbent is responsible for provision of procedural and administrative advice to Committees, coordination of Committees activities, conducting research for Parliamentary Committees, and supervision of Committee Clerks.

MAIN DUTIES

1. Coordinates Committees Activities

- 1.1 Secures and allocates venues for committee meetings.
- 1.2 Allocates Committee Clerks to Committees.
- 1.3 Invites witnesses to appear before a committee.
- 1.4 Ensures that a record of the attendance of members at meetings is maintained.
- 1.5 Facilitates the procurement and maintenance of recording facilities equipment.
- 1.6 Ensures that all venues, recording facilities and equipment for committees are at all times in a user friendly way for committee deliberations to take place.
- 1.7 Edits and proofreads all Committee reports before submission for presentation in the House.
- 1.8 Ensures that all committee reports are published in the ATC.
- 1.9 Monitors and records the fate of Committee Reports.

2. Provides Administrative and procedural guidance to committees

- 2.1 Guides Chairpersons and Committee Clerks on matters of procedure.
- 2.2 Ensures that all witnesses summoned before committees are sent copies of their evidence for approval.
- 2.3 Ensures that all witnesses summoned to give evidence under oath are sworn and necessary logistics are taken.
- 2.4 Ensures that all committees adhere to the provisions of Parliamentary Powers, and Priviledges Act of 1994.

3. Provide Secretarial Services to the Committee of Chairpersons

- 3.1 Serves as a Clerk to the Committee of Chairpersons.
- 3.2 Provides procedural advice to the Committee of Chairpersons
- 3.3 Takes minutes of proceedings of Committee of Chairpersons.
- 3.4 Circulates approved minutes to members of the committee.
- 3.5 Drafts Committee's Reports.
- 3.6 Prepares and receives all committee correspondence.
- 3.7 Executes decisions taken by the Committee of Chairpersons.

4. Supervision

- 4.1 Supervises the work of staff serving in Committees Section and assign them duties.
- 4.2 Carries out quarterly performance assessment of staff under his/her supervision.
- 4.3 Makes an assessment of sectional training needs and recommend necessary intervention measures.
- 4.4 Reviews committee reports before their submission to the House.
- 4.5 Ensures that minutes of proceedings for all committees are produced and circulated.
- 4.6 Ensures that all the staff members serving as Committee Clerks adhere to the provisions of the Code of Good Practice.
- 4.7 Sets standards for committee reports.

5. Responsible for Sectional Resources and Budget Execution

- 5.1 Maintains inventory of all equipment and assets assigned for use to the Committee Section.
- 5.2 Compiles Sectional budget inputs for inclusion in the annual institutional budget estimates.
- 5.3 Coordinates Sectional activities in line with allocated budget.
- 5.4 Prepares and presents implementation report to management.
- 5.5 Reports committee budget performance to committee of chairpersons.

QUALIFICATIONS, SKILLS AND EXPERIENCE

1. Masters in one of the following fields: Social Sciences, Law, Humanities or Education with at least (3) three years Parliamentary experience and having knowledge of Parliamentary procedures and practices.

OR

2. Post Graduate Degree in one of the following fields: Social Sciences, Law, Humanities or Education plus a minimum of (5) five years Parliamentary experience and having knowledge of Parliamentary procedures and practices.

OR

3. Degree in one of the following fields: Social Sciences, Law, Humanities or Education with at least (8) eight years Parliamentary experience and having knowledge of Parliamentary procedures and practices.

Required knowledge and skills

- Basic understanding of constitutional provisions related to Parliament.
- Considerable knowledge of Parliamentary Practices and Procedures.
- Knowledge about the various systems of representative government and of the basic tenets of Parliamentary Democracy.
- Sound knowledge of current affairs.
- Ability to take notes at meetings and to prepare minutes of proceedings.
- Report writing and research skills.
- Ability to maintain confidentiality at all the times.
- Ability to develop effective working relationships with Members of Parliament, fellow employees and the Public.
- Sound knowledge of Microsoft word, Outlook, PowerPoint, Excel, Publisher and Access.

Competences

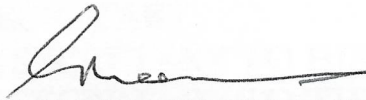
- Innovative skills.
- Assertiveness.
- Conceptual thinking.
- Managerial and Leadership Skills.
- Communication Skills.
- Organizational Attunement.
- Professionalism.
- Objectivity.

Applications on relevant forms G.P 104 for serving officers and G.P. 103 for job seekers duly accompanied by certified copies of educational certificates, performance appraisal forms (for serving officers) and transcripts should be hand delivered or addressed to:

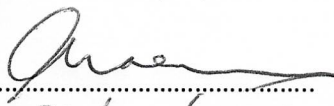
HUMAN RESOURCES DEPARTMENT
PARLIAMENT BUILDING
P.O. BOX 190
MASERU - 100

ON OR BEFORE ...31th AUGUST, 2023

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED



CLERK TO THE NATIONAL ASSEMBLY
ADV. L.F. MAEMA (KC)

SIGNATURE: 
DATE: 27/07/2023

NATIONAL ASSEMBLY
OFFICE OF THE CLERK
27 JUL 2023
TIME:
P.O. BOX 190, MASERU 100
TEL: 2732 3035 FAX: 2732 10433