

1. SERGEANT-AT-ARMS (GRADE B2)

Qualifications

- a) Candidate must possess a bachelor's degree in a relevant field of studies.
- b) Candidate must have not less than three (3) year's work experience in security service in the public or private sector.

Duties

The Sergeant-at-Arms shall be the head of the Security Unit and all staff of the unit are answerable to him or her. He or she is answerable and accountable to the Deputy Clerk, Legal and Procedural Matters.

The duties and responsibilities of the Sergeant-at-Arms shall include:

- (a) Provide security service to the Speaker, Members, the Clerk and other staff of the National Assembly in the performance of chamber and ceremonial duties;
- (b) Maintain custody of the mace;
- (c) Provide effective and efficient management and supervision of the security unit;
- (d) Ensure protective security for all persons and property and advises the Speaker and the Clerk on the same;
- (e) Provide Assembly and chamber security support services;
- (f) Enforce and implement the Speaker's orders in Chambers;
- (g) Ensure compliance with occupational health requirements/standards in Chambers;
- (h) Provide access, control and crowd management in the Assembly;
- (i) Maintain decorum within the precincts of the Assembly; and
- (j) Perform any other duties as assigned by the Clerk or the line supervisor.

Requirements

- a) Candidates shall submit copies of academic certificates and other supporting document;
- b) A birth certificate or a valid national identity document; and
- c) Two written references.

Salary

The salary attached to the post is Grade B2 of the National Assembly Pay Scale

All application should be submitted to the Office of the Clerk not later than Tuesday, 08th February 2022 @ 12:00 pm. Only shortlisted applicants will be contacted.

2. SENIOR COMMITTEE CLERK (GRADE B1)

Qualifications

- a) Candidate must possess a bachelor's degree or its equivalent in the relevant field of studies
- b) Candidate must have not less than two (2) year's work experience in office administration or management in the public or private sector.
- c) Candidates should show competence in report writing Skills.

Duties

The Senior Committee Clerk is answerable and accountable to the Director of Committees. His or her duties and responsibilities include:

- (a) Assist the Director in the administration and management supervision of the Committee Secretariat;
- (b) Serve as Clerk to Committees of the National Assembly;
- (c) Assist the Principal Committee Clerk in the supervision of the work of Committee Clerks;
- (d) Prepares the agenda for Committee meetings and supervises its distribution;
- (e) Supervise venues for Committee meetings to ensure their appropriateness;
- (f) Examines submissions from Ministries, Departments, Agencies, Municipalities and Public Enterprises to ensure compliance with Committee requirement; and
- (g) Perform any other duties as assigned by the Clerk or the line supervisor.

Requirements

- a) Candidates shall submit copies of academic certificates and other supporting document;
- b) A birth certificate or a valid national identity document; and
- c) Two written references.

Salary

The salary attached to the post is Grade B1 of the National Assembly Pay Scale

All application should be submitted to the Office of the Clerk not later than Tuesday, 08th February 2022 @ 12:00 pm. Only shortlisted applicants will be contacted.

3. ASSISTANT SENIOR COMMITTEE CLERK (GRADE C3)

Qualifications

- a) Candidate must possess a bachelor's degree or its equivalent in the relevant field of studies
- b) Candidate must have not less than a year (1) work experience in office administration or management in the public or private sector.
- c) Candidates should have competence in report writing Skills.

Duties

The Assistant Senior Committee Clerk is answerable and accountable to the Director of Committees. His or her duties and responsibilities include:

- (a) Assist the Director in the administration and management supervision of the Committee Secretariat;
- (b) Serve as Clerk to Committees of the National Assembly;
- (c) Assist the Senior Committee Clerk in the supervision of the work of Committee Clerks;
- (d) Prepares the agenda for Committee meetings and supervises its distribution;
- (e) Supervise venues for Committee meetings to ensure their appropriateness;
- (f) Examines submissions from Ministries, Departments, Agencies, Municipalities and Public Enterprises to ensure compliance with Committee requirement; and
- (h) Perform any other duties as assigned by the Clerk or the line supervisor.

Requirements

- a) Candidates shall submit copies of academic certificates and other supporting document;
- b) A birth certificate or a valid national identity document; and
- c) Two written references.

Salary

The salary attached to the post is Grade C3 of the National Assembly Pay Scale

All application should be submitted to the Office of the Clerk not later than Tuesday, 08th February 2022 @ 12:00 pm. Only shortlisted applicants will be contacted.

4. RESEARCH OFFICER (GRADE C4)

Qualifications

- a) Candidate must possess a bachelor's degree or its equivalent in the relevant field of studies
- b) Candidate must have not less than a year (1) work experience in office administration or management in the public or private sector.
- c) Candidates should show competence in research skills

Duties

The Research Officer is answerable and accountable to the Director of Library and Research. His or her duties and responsibilities shall include:

- (a) Respond effectively, courteously and in a timely manner to any research or enquiry from Members and staff;
- (b) Provide proactive and reactive research and analysis services to Hon. Members and the Office of the Clerk;
- (c) Undertake research from readily available sources or on clearly defined subjects;
- (d) Analyse and evaluate research and interpret data, ensuring key issues are identified;
- (e) Prepare and provide concise research briefs for National Assembly Members;
- (f) Provide advice on research for informed guidance on relevant policy matters; and
- (g) Perform any other duties as assigned by the Clerk or the line supervisor.

Requirements

- a) Candidates shall submit copies of academic certificates and other supporting document;
- b) A birth certificate or a valid national identity document; and
- c) Two written references.

Salary

The salary attached to the post is Grade C4 of the National Assembly Pay Scale

All application should be submitted to the Office of the Clerk not later than Tuesday, 08th February 2022 @ 12:00 pm. Only shortlisted applicants will be contacted.