

**MANEABA NI MAUNGATABU**

**JOB DESCRIPTION**

<b>Position Title:</b> Receptionist Registry Clerk.	<b>Division /Organization:</b> Support Services –Administration	
<b>Level:</b> 18-15/14-12		
<b>Reports to :</b> Clerk	<b>Direct Reports:</b> Deputy Clerk	
<b>Primary Objectives:</b>		
The objectives of this post are;		
<ul style="list-style-type: none"> <li>• The provision of advise leading to the formulation of policy based on law and precedent; and</li> <li>• The execution of policy, which may entail calling for information, money, services, etc. and answering of questions, whether from the public, Parliament, Ministers or other public servants.</li> </ul>		
<b>The role of a Registry:</b>		
The basic functions of a Registry are to receive and register all incoming correspondence, to control their movement through an organization for action purposes, and to classify, store and provide reference services for both the incoming correspondence and the related outgoing correspondence after action is completed or pending further action and for internal minutes.		
<b>DECISION MAKING AUTHORITY</b>		
<i>Without referral to Manager</i>		
<b>(i) Daily operational duties</b>		
-File movements with receiving and dispatching of official letters from the		Almost every day for matters related to circulation folder and files

<p>office.</p> <ul style="list-style-type: none"> <li>- Answering incoming telephone calls and enquiries</li> <li>- Collect mails from Post Office</li> <li>- Maintain record of attendance register book and other important Parliamentary papers</li> <li>- Monitor file circulation/movement</li> <li>- Monitor movement of staff transport</li> <li>- Assist in checking staff overtime with attendance register</li> <li>- Update file index</li> </ul> <p><b>After Consultation with managers or others:</b></p> <ul style="list-style-type: none"> <li>- Distribution and Publication of Parliamentary papers</li> <li>- Office management (Rearranging and organising office set up)</li> <li>- Transport movement (same as above)</li> <li>- Cross check of staff overtime with attendance records</li> <li>- Maintain movement of circulation of folder and files</li> </ul>	<p>Colleagues from Government Ministries</p>	<p>Follow up on outgoing mails and answering of incoming calls</p> <p>Twice a week</p> <p>Every day to update the Deputy Clerk on staff performance and keeping parliamentary papers safe for future reference.</p> <p>Every day.</p> <p>Every day to ensure proper use of office vehicles are in order and for control of fuel consumption</p> <p>Every two weeks for control purposes</p> <p>Depends on new subjects</p>
	<p>Clerk or Deputy Clerk</p>	<p>Before and during Parliament meetings</p> <p>Depends on the need for office space</p> <p>Every day for monitoring</p> <p>Every week</p>

<p><b>Referred to the Clerk or Senior Staff</b></p>	<p><i>When publication and distribution of Parliamentary papers.</i></p> <p><i>When tabling of Parliamentary papers</i></p> <p><i>Distribution of Parliamentary papers to MPs during Parliament meetings</i></p> <p><i>Keep record of Bills and Tabled papers</i></p> <p><i>Registration of Tabling Papers for Parliament meeting</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p><i>Before or when Parliament sits</i></p> <p><i>During Parliament meetings</i></p> <p><i>When Parliament sits</i></p> <p><i>Before and after Parliament meetings</i></p> <p><i>Before and during Parliament meeting</i></p>
<b>KEY ACCOUNTABILITIES</b>			
<b>Key result area</b>	<b>MAJOR ACTIVITIES</b>		<b>PERFORMANCE MEASURE</b>
Customer Service (Client service)	<ul style="list-style-type: none"> <li>- Answering of queries related to NCS</li> <li>- Giving advices on issues related to NCS</li> </ul>		<p><i>All queries are dealt with within that day if done by phone or within one day of receipt of complaint</i></p>
Managing correspondences	<ul style="list-style-type: none"> <li>- Receipt, opening, stamping and sorting of incoming mail;</li> <li>- Assigning papers according to transaction, subject aspect, or information content;</li> <li>- Registering and opening of files;</li> <li>- Indexing for later reference;</li> <li>- Locating and cross-referencing related files and papers;</li> <li>- Distributing files or papers to action officers;</li> <li>- Examination and despatch of outward mail;</li> <li>- Examining and storing all papers for future reference; and</li> <li>- Disposing of papers no longer required</li> </ul>		<p><i>Movement of files and information are well monitored. Maintained and controlled of files.</i></p> <p><i>Actions o files completed daily</i></p>

<p>Efficiency of Parliament preparation before and during the Meeting</p>	<p>-monitor files movement -Receive bills from Ministries or private members and record/stamp submission date received -Record, register and numbering of papers for tabling in Parliament -Photocopying of Order papers and Notice papers for distribution to Members of Parliament before and during Parliament sitting</p>	<p>All Parliamentary papers are in order and updated. Timely distribution of Parliamentary papers</p>
<p>Effective system in monitoring of transport and staff performance</p>	<p>-Arrange and monitoring office transport -Verify/certify staff overtime as per attendance register -Maintain, update and report of staff attendance register -Other duties that maybe directed by the Clerk or Deputy Clerk</p>	<p>Staff transport is monitored Staff performance is improved</p>
<p>MOP and KDP Implementation</p>		
<p>HR Management Framework implementation</p>		
<p><b>KEY CHALLENGES</b></p>		
<p>The post requires a person who is physically fit and energetic and young. Working after working hours, late nights and attending work early is very stressful. The person for this job must accept and face these challenges.</p>		<p><b>SELECTION CRITERIA</b> Essential: Form 7 Certificate Form 6 certificate OR F/5 with 1 year experience as a Registry Clerk. Desirable: Must be fluent in English and I-Kiribati languages.</p>

22. 6/6/14.

Working with MPs environment requires someone who can communicate with their level.

Meeting the MPs demands is quite challenging. The frontline is the first receiver of MPs requirement and must be addressed instantly.

Prepared by: *C. Clark*

Date: *Revised 3/06/14*

Approved by: *[Signature]*

Date: .....

This is Job description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which and as required, which may include completion of duties not listed in this document.