

POSITION DESCRIPTION

1. Ministry: Maneaba ni Maungatabu		
2. Position Title: Transcriber	3. Salary Level: 15-14	4. Division: Hansard Unit
5. Report To: Deputy Clerk	6. Direct Report: Hansard Editor	
7. Primary Objective of the Position: Transcribe audio recordings of Parliament and Committee proceedings.		
8. Position Overview		
9. Financial:		9. Legal: NCS
10. Internal Stakeholders: i. Staff and Members of Parliament ii. Ministers iii. Parliament office iv. Standing and Select Committees		11. External Stakeholders: Government/Government bodies
12. To be referred to the Hansard Editor i. Annual leave ii. Overtime iii. Releasing parliamentary documents iv. Support office equipment v. Transcribing outside materials for MPs		13. Without Referral to the Hansard Editor i. Transcribing ii. Assistance and support services to MPs
15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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Monitoring quality and operate the FTR system during parliament meetings	• In parliament chambers – ensuring that the FTR system is operating well during the debates and that all faults are reported immediately to IT Unit to avoid missing or distorted part of the recording. • Ensure that all FTR recording of Parliament meetings are not distorted. • Transcribing audio recordings of proceedings of Parliament meetings. • Transcribing audio recordings of Committees proceeding	All recordings are accurate.
Provide research work for MPs and Senior Staff on minutes on Questions, Motions, Bills minutes and Committee reports	• Research previous Hansard minutes on Questions, Motions, Bills to enable MPs to follow up on with their tasks. This involves library search into past minutes.	The support will provide efficient service to MPs and reduce research work on the part of the member.
Act as usher and messenger in Chamber during meetings of Parliament	• Assist members in their respective needs such as researching on past minutes, reports, conveying messages, etc. • Attend to all tasks required by the Speaker and all MPs in chamber. • Promote a stress-free environment during sittings. • Provide audio and written recording of debates to MPs and parliamentary staff.	Members are also provided with audio recording of debates to assist them with in their constituency visits or other commitments

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	• Converting FTR recording into MP3 format for members, Ministries and media convenience.	
Transcribing of other materials that are related to the member's work	• Responsible to assist the members in transcribing material that are related to the member's work, constituency, and other tasks assigned to the member	Members are also provided with this service as part of the support service to members
Providing Index for Hansard Minutes and Journal	• Preparation of the index for the Hansard Minutes and the Journal	Index is important as it provide easy an convenient search for any research wor
Support the Administration	• Other duties assigned by the Hansard Editor and Administration	

16. Key Challenges	17. Selection Criteria
• During meetings of the Maneaba, transcribers are required to work extended hours beyond the normal working hours. • Should be able to assist members whenever they require assistance during and beyond working hours. • Working under pressure especially during Parliament meetings.	17.1 PQR (Position Qualification Requirement): • Form 6 or Form 5 certificate with one-year relevant work experience, and with A grade in English and good passes in Information System Experience: • Should have good skills both in report writing and taking minutes of the meeting • Good typing skills Job Training: Prerequisite:

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	17.2 Key Attributes (Personal Qualities): Knowledge • Teamwork • Able to adapt to working environment • Appreciate and respect working colleagues • Competent Skills: • Good communication skills both in Kiribati and English • Computer literate Attributes • Patient • Confident
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