



JOB DESCRIPTION

Job Title: Secretary for Niue Assembly Select Committees	
Job Grade:	Annual Salary:
Division: Niue Assembly	
Location: Halamahaga, ALOFI	
This job description is accurate and up to date: 12 June 2022	
Niue Public Service Commission:	Appointee Signature:
Date:	Date:

VISION

Niue Ke Monuina – A Prosperous Niue

MISSION

To assist the business of the Niue Assembly in making laws for Niue and oversight over the executive government.

PURPOSE

The Secretary of the Niue Assembly Select Committees will provide quality analysis and advice to select committees, conducts effective research, drafting, procedural and administrative support to enable them to efficiently and effectively fulfil their functions. The Secretary of Select Committees is expected to provide back-up to and be able to act in the absence of any of the Niue Legislative staff.

SUMMARY OF THIS POSITION

The Secretary of the Niue Assembly Select Committees undertakes to be responsible for the Committees which provides services to the Niue Assembly and its committees. These services include;

- (a) Providing secretariat and advisory services to select committees and in particular to support the planning and management of inquiries and other

- legislative oversight functions and to conduct research and analysis and to provide written and oral advice;
- (b) Supports marketing the Niue Assembly on behalf of the committees through print, television, radio, and web media in order to build public understanding of and engagement with the Niue Assembly;
 - (c) Coordinating the provision of education services to members of Parliament, parliamentary staff and the public to build understanding of the legislative procedures and the role of the Niue Legislative Assembly;
 - (d) Facilitating engagement with the international parliamentary community.

JOB FUNCTIONS AND EXPECTATIONS

	Key Responsibility	Methods/Output	Outcomes
1.0	Manages the business of the Select Committees		
1.1	To foster and maintain good working relationships with the Speaker and Members of the Assembly.	Assist with arranging business for the Committee Chairpersons, the Speaker and other members of the Assembly.	A positive and productive working environment and relationship is maintained.
2.0	Arranging the business of the Select Committees		
2.1	To arrange all business of the Select Committees as required by Law and direction of the Speaker.	Adhere to all procedural processes and timelines established for the Committee by the Niue Legislative Assembly.	The objectives of the established Committee is fulfilled.
2.2	To arrange for the meetings of the Committee(s).	Timely fulfillment of the objectives.	Business of the Assembly is achieved.
3.0	Keeping the records and minutes of the Select Committee		
3.1	To ensure the recording of the proceedings of the Committee	Ensure minutes of meetings are accurate and up to date.	Objectives of the Committee are achieved and on time.
3.2	Follow up requirements of the Committee	work with the required stakeholders to obtain the relevant matters and information.	Issues are fully researched and considered by the committee.
4.0	Ensure statutory compliance		
4.1	To ensure that all statutory components are adhered to	Strictly follow the guidelines and the proper procedures as required to ensure that all issues are addressed	Quality outcomes are produced by the Committees
5.0	Research work for the Committee		
5.1	Complete research work for information	Working with departments and organisations in and outside of	

	and data required by the Committee	government to obtain the relevant information required by the Committee	The Committee reaches and makes quality and well informed conclusions and recommendations
5.2	Ensure the Committee is informed of any legal and existing laws	Research and identify possible legal implications with regard to the work of the Committee and propose alternate strategies and options	
6.0	Overall responsibility for setting tasks and ensuring that work required by the Committees are carried out and completed in a timely and efficient manner;		
6.1	Set all tasks and work required by the Committee	Prioritize and work through tasks required by the Committee so they are completed in a timely manner	Committee tasks are completed efficiently
7.0	Other important tasks as maybe directed by the Committee		
7.1	Attend to general tasks and matters that may be required		All objectives of the Committee are fulfilled

KEY RELATIONSHIPS

Internal (Cabinet & Parliament)	Government	External
<ul style="list-style-type: none"> • Clerk of the Assembly • Speaker of the Assembly • Assistant Clerk to Assembly • Members of the Assembly • The Director • Ministers of Cabinet • Premier • The Executive Officer • Secretary Select Committee • Clerk to Cabinet • Maintenance Officer • Fale Fono Hospitality Officer 	<ul style="list-style-type: none"> • Director-Generals • Premier • Financial Secretary • Crown Law Office • The Secretary to Government • Government Heads of Departments • Chairs of Statutory Boards • Government Departments • Niue Public Service Commission • Heads of NGO 	<ul style="list-style-type: none"> • Parliamentary, Regional and International counterparts • Relevant Donor organisations • Foreign dignitaries • Public servants and High Level Officials from other countries

PERSON SPECIFICATION

The appointee ideally should have;

1) Academic qualifications: (Certificate, Diploma, Degree, etc.)

- A Degree from a recognised University, preferably in politics, international relations, Management although not limited to those areas.

2) Knowledge, skills and experience:

- Advanced level of understanding in Public and Administrative Law, especially parliamentary concepts and conventions, the Westminster parliamentary system and other key parliamentary writings.
- Thorough understanding of the Constitution of Niue, the laws of Niue and the Standing Orders of the Legislative Assembly of Niue.
- Sound Institutional knowledge of the internal workings and operations of the local system of government especially those Ministries that play an important role in the work of the Legislative Assembly (i.e. Treasury, Crown Law Office, the Premier's Office, the Audit Officers from New Zealand, and the other two Executive Arms of the Government, the Niue Public Service Commission and the Department of Justice).
- Expertise in statutory interpretation with a sound understanding of local legislative drafting standards.
- Demonstrated experience in managing and developing staff in a professional environment and in applying fair and equitable work practices and policies, including effective performance management.

3) Personal Competencies: (Key traits/behaviours)

- Experience in an executive role and demonstrated managerial, strategic planning, organisational and administrative skills.
- Fluent in written and oral English and Vagahau Niue languages.
- Well-developed recording and data management skills especially in Microsoft Office for recording resolutions during deliberations of the Assembly.
- Well-developed research and report writing skills.
- General understanding or experience in financial management and project management.
- Well-developed skills and experience relating to the overall supervision, planning, coordination and implementation of workshops, conferences, official visits and other official high level functions.
- Demonstrated skills in negotiation, presentation, communication, high level secretarial support and relationship building