

NATIONAL ASSEMBLY

DIVISION: TABLE OFFICE

Post designation	:	Parliamentary Clerk Grade 7
2xPosts	:	Windhoek
Salary Scale	:	N\$291,128 x P - N\$347,926
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,424 per annum
Minimum requirements	:	An appropriate B. Degree at NQF Level 7.

This job category includes personnel involved at operational level and includes personnel who are performing the following duties:

- Assisting with the arrangements of logistical and other matters pertaining to sittings of the Assembly;
- Attendance to the requirements of Members;
- Communicate and liaise with National Council regarding the conduct of business between the two Houses;
- Be the custodian of all records and documents of the Assembly;
- Counting votes when the division bell is rung;
- Keep a record of all speaking turns and time limits of Members in accordance with Standing Rules and Orders of the Assembly;
- Keeping record of Stages of Bills in formal register and files on a daily basis;
- Dispatch of Acts to the President for his assent;
- Dispatch copies of signed Acts to Registrar of Supreme Court and forward final printed Act to be promulgated in Government Gazette;
- Arrangement for the tabling of documents, reports, White Paper etc by the Ministers;
- Distribute Hansards and documents tabled to relevant institutions as per the approved distribution list;
- Ensure that Bills are timeously dispatched to the National Council for review;
- Ensure that Bills are reported back to the National Assembly by the National Council within the constitutional time –frame;
- Making copies of all necessary documents from time to time as may become necessary;
- Ensure that all equipment and facilities are in order for the smooth running of the business in the National Assembly;
- Carry out any other work related duties as requested from time to time by the Chief Parliamentary Clerk, Deputy Director and the Deputy Secretary of the National Assembly

Enquiries: Mr. Immanuel Nehoya, Tel 2882627 / HR Practitioners at Tel (061) 288 /2517/2606/2659/2514