

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: National Assembly

Post: Clerk Assistant, National Assembly

Salary: Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 –
58,775 (02 56 79)

Effective Date: 27 May 2015

- Qualifications:**
- A. A degree in Law or Law and Management or a degree, the major part of which should be Law, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least two years' post-qualification experience in dealing with legal issues;
 - (ii) have a good knowledge of the provisions of the Constitution and Standing Orders and Rules of the National Assembly;
 - (iii) have knowledge of parliamentary practice and procedures;
 - (iv) possess a sound knowledge of modern English usage, both written and spoken;
 - (v) possess good judgment and organising skills; and
 - (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

- I. To assist the Clerk of the National Assembly in the discharge of his duties which include, *inter alia*, the following –
 - (i) conducting the election of a Speaker;
 - (ii) sending to each Member of the National Assembly, copy of the Order Paper stating the business to be dealt with at any sitting of the Assembly, not less than three days before the commencement of the sitting, unless the Assembly resolves to meet earlier;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (iii) printing and publishing Bills from the draft handed over to him by the Member in charge thereof and in ensuring that –
 - (a) the Bill is divided into clauses numbered consecutively;
 - (b) a title for each clause is printed before each clause;
 - (c) the provisions of the Bill do not go beyond its long title;
 - (d) the provisions of the Bill comply with provisions of Standing Order 73 (Public Money), in case of a Private Bill; and
 - (e) in the context of a Private Bill, the provisions of Standing Order 66(7) have been complied with.
- (iv) keeping minutes of the proceedings of the Assembly and of Committees of the whole House and circulating copy thereof as soon as possible after each sitting;
- (v) publishing, under the Authority of the Assembly, the Official Reports of the sittings of the Assembly prepared under the supervision of the Speaker of the National Assembly;
- (vi) receiving papers required to be laid before the Assembly by statute and such other paper, including reports and other documents presented by Ministers and reports from Select Committees and for presentation thereof to the Assembly;
- (vii) examining motions and petitions presented by Members of the Assembly and for the submission thereof for the approval of the Speaker of the National Assembly;
- (viii) receiving notice of Parliamentary Questions for oral and written answers and of Private Notice Questions within the time limit prescribed therefor and for the sub-editing and placing thereof upon the Order Paper;
- (ix) submitting Bills passed to the President of the Republic for his Assent or other Order; and

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- (x) printing and circulating Private Bills to Members and publishing them in the Government Gazette.
- 2. To act as Secretary of Select Committees of the Assembly.
- 3. To help, among others, in –
 - (i) parliamentary research work; and
 - (ii) the work of Parliamentary Associations such as the Commonwealth Parliamentary Association, the Union of African Parliaments, the 'Association Internationale des Parlementaires de Langue Française'.
- 4. To use ICT in the performance of his duties.
- 5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Clerk Assistant, National Assembly in the roles ascribed to him.



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