

OFFICE OF THE PARLIAMENT

Job Description Contractual Position

JOB TITLE: Graduate Research Assistant (Library)

JOB SUMMARY:

The incumbent provides administrative services and research support to the Office of the Parliament. The individual assists in the preparation of replies to requests for advice and information from Members of Parliament, Parliamentary Staff, other Parliaments, regional and international organizations, the Commonwealth Parliamentary Association, as well as Ministries and Departments of Government.

REPORTS TO: Librarian III

DUTIES AND RESPONSIBILITIES:

- Prepares replies to requests for advice and information from Members of Parliament, Parliamentary Staff, other Parliaments, regional and international organizations, the Commonwealth Parliamentary Association, as well as Ministries and Departments of Government.
- Assists in the researching of matters which are before Parliament, as may be requested by Members of Parliament.
- Prepares/compiles Parliamentary Biographies of Members.
- Researches and provides routine information to the general public on matters relating to the business of the Houses of Parliament.
- Assists in the maintenance of electronic databases of parliamentary information in the Library through data-entry and editing of databases.
- Assists in the arrangements for the hosting of Parliamentary Conferences and seminars as well as official parliamentary functions.
- Assists in the preparation of the Library bulletin of current awareness - the Chamberlain.
- Operates the image solution in the library, under the direction of the Librarian, to image: the parliamentary historical documents dating from 1865 so as to preserve their informational contents in electronic form on digital or optical cartridges, answers to oral and written questions from the House of Parliament so that they may be uploaded into the Library database, documents which must be uploaded into the Hansard of the House of Parliament.

- Prepares and mounts exhibits in the Parliamentary Library.
- Performs extensive Internet research for parliamentary matters.
- Writes research papers on parliamentary matters.
- Retrieves archival material from the Trade Zone.
- Performs related work as may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the role and functions of the Office of the Parliament.

Sound knowledge and awareness of current affairs (nationally, regionally and internationally) would be an asset.

Sound written communication skills.

Superior interpersonal and leadership skills

Ability to work autonomously and as part of a team.

Ability to establish and maintain effective working relations

Demonstrated ability to develop and maintain effective working relationships.

Must be familiar with imaging technology.

SPECIAL REQUIREMENT

Ability to work extended work hours.

QUALIFICATIONS AND EXPERIENCE

A Bachelor's of Science Degree from a recognized University.

Proficiency in Microsoft Office-Microsoft Word, Internet based research etc. is also required.

Minimum of three (3) years research experience.

