

OFFICE OF THE PARLIAMENT
Job Description

JOB TITLE: Parliamentary Researcher (Intern) - Financial Scrutiny

JOB SUMMARY:

The individual assists the Financial Scrutiny Unit in all aspects of its substantive work, including assisting with planning, organizing and coordinating the inquiry process of Parliamentary Committees, conducting research and maintaining records associated with the Unit.

REPORTS TO: Procedural Clerk/Procedural Clerk Assistant

DUTIES AND RESPONSIBILITIES

- Carries out research into matters of parliamentary practice and procedure;
- Carries out research into matters related to inquiries of parliamentary committees;
- Assists in the preparations for Committee meetings;
- Assists with the examination of Audited Financial Statements and other financial documents;
- Assists in the maintenance of parliamentary records;
- Assists in the preparation of minutes for committee meetings and sittings;
- Drafts speeches for Presiding Officers and other Members of Parliament;
- Assists in preparations for conferences and workshops, when required; and
- Performs other related duties as may be requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A good understanding of the role and functions of the Parliament.

Ability to effectively analyze project specific data/systems to ensure accuracy and efficiency.

Excellent oral and literary skills.

Must be able to work under pressure to meet required deadlines.

Ability to work on a broad range of social, economic and political issues in a multi-disciplinary environment.

Excellent research, report writing and communication skills.

Must be enthusiastic, flexible and comfortable asking questions

Ability to work effectively as part of a team.

QUALIFICATIONS AND EXPERIENCE

Training as evidenced by the possession of a Bachelor of Science Degree in any of the Social Sciences.

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