PARLIAMENTARY SERVICES
PARLIAMENT OF THE COOK ISLANDS
PO Box 13 Rarotonga Cook Islands Phone (682) 26500 Fax (682)21260 www.parliament.gov.ck

**Clerk of Parliament (Re-advertised)**

Salary Range $79,300 - $96,950 pa

Applications are invited from suitably qualified persons interested in a career in the Parliamentary environment. If you are passionate about contributing to the development of the Cook Islands, we invite you to apply for the position of Clerk of Parliament.

The Clerk of Parliament is the principal officer of Parliament and is responsible for providing specialist technical advice and professional services to support the Speaker and Members of Parliament to carry out their responsibilities to the House and its committees. The Clerk ensures that House proceedings are properly documented and that accurate records are maintained.

The accountabilities and responsibilities of the Clerk include executing the instructions issued by the Speaker to give effect to the Legislative Service Act 1968-69 and Legislative Assembly Powers and Privileges Act 1967, and establishing and implementing a comprehensive and robust organisational management system through the development of strategic procedural policies and effective human resource management practices.

Parliamentary Services offers employment benefits which include the use of a vehicle for official business; upskilling and training support; subsidised contributions to the Cook Islands National Superannuation Fund; and an annual taxable allowance.

The job description can be collected from the Parliament Services Office, emailed to you or downloaded from the Parliament of the Cook Islands website <https://parliament.gov.ck/>. For further information about the role or to request a copy of the job description, please contact Mrs Sarah Takairangi, Senior Administration and Chamber Clerk, email:*sarah.takairangi@cookislands.gov.ck*or phone: +(682) 26 500

Applications must be marked ‘confidential’ and addressed to Mrs Sarah Takairangi – email sarah.takairangi@cookislands.gov.ck. Your application must include a covering letter and a copy of your current resume with the contact details of three referees. Closing date is: 3pm, Monday 22 March 2021.