



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 261

OSC Ref. C.6544³

22nd October, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Legislative Counsel (JLG/LO 4)** in the **Houses of Parliament**, salary range \$3,288,645-\$3,909,166 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Clerk to the Houses, the incumbent will advise and assist the Houses of Parliament, Parliamentary Committees, Members of Parliament and Senators on legal and legislative matters. The incumbent will also be responsible for the drafting of Legislative Instruments and by extension Legislation that affects all facets of the Jamaican Society.

Key Responsibilities

Technical

- Reviews proposed Legislation and prepares legal briefs on Legislation, as required;
- Ensures legislative instruments are accurate at every stage of enactment;
- Advises Parliamentarians, the Presiding Officers, Parliamentary Committees, the Clerk to the Houses and procedural staff members on proposed legislation;
- Drafts Private Members' Bills and Private Bills, as required;
- Drafts Legislative Instruments, as required;
- Liaises with Office of the Parliamentary Counsel, Attorney-General's Chambers, Legal Reform Division, Law Revision Committee, Legislative Liaison Officers and representatives of Ministries, Departments and Agencies in facilitating the legislative process;
- Monitors legislation through to enactment or promulgation;
- Attends sittings of the House of Representatives, the Senate and Committees;
- Drafts and reviews Legal Documents, as required;
- Reviews draft reports of Parliamentary Committees;
- Provides legal support and advice to the Office of the Leader of the Opposition and the Commissions of Parliament;
- Supports and provides legal advice to the Committee/Commissions of Parliament;
- Monitors the enactment of legislation, in particular the bringing into force of Acts which have received the Assent, and the promulgation of regulations provided for within those Acts;
- Conducts Legislative Research for/on behalf of the President of the Senate and Speaker of the House of Representatives and Parliamentary Committees.

Management/Administrative

- Supports the Clerk in the governance, accountability and management of the Houses of Parliament;
- As a member of the Senior Management Team, participates in the preparation of the Strategic Corporate and Operational Plans;
- Prepares Quarterly Report of activities of the Legal Services Branch;
- Prepares and submits Annual Budget for the Legal Services Branch;
- Keeps the records and files of the Legal Services Branch.

Human Resource

- Assists with and advises on Industrial Relations and employment issues.

Required Knowledge, Skills and Competencies

Functional

- Excellent knowledge of the Laws of Jamaica, Parliamentary, Constitutional and Administrative Law and legislative procedures.

- Legislative and legal drafting skills.
- Knowledge and practice of legal research technique and comparative legal analysis.
- Knowledge of legal office management practices and procedure.
- Sound negotiating skills.
- Excellent oral and written communication skills
- Proficient in use of required computer applications

Behavioural/Non-technical

- Results oriented
- Non-partisan and able to work with integrity, confidentiality and professionalism in a highly political and partisan environment.
- Ability to work under pressure and meet deadlines
- Pay keen attention to details
- Excellent team building and interpersonal skills
- Ability to establish and maintain co-operative working relationships at all levels.
- Excellent planning, organizational and analytical skills
- Excellent judgment, decision making and problem-solving skills
- Flexibility to respond to changes in priorities and demands for work.

Minimum Required Qualification and Experience

- Bachelor of Law Degree from recognized university
- Certificate in Legal Education
- Minimum of five (5) years' experience as a legal adviser
- Knowledge/Experience in Legislative Drafting would be an asset
- Knowledge of Labour Laws would be an asset
- Qualified to practice in Jamaica

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th November, 2020 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**