



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 398
OSC Ref. C.5849¹¹

22nd November, 2021

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 **Assistant Parliamentary Counsel (JLG/LO 3)** in the **Office of the Parliamentary Counsel (OPC), Ministry of Justice**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Deputy Chief Parliamentary Counsel (DCPC) or Senior Parliamentary Counsel assigned by the Team Leader, the incumbent is responsible for producing drafts of Bills and Subsidiary Legislation that meet the quality standards of the Office of the Parliamentary Counsel (OPC) and the requirements of Ministry Clients. The assignments represent a subset of the Ministry Client Portfolio that has been assigned to his or her team. The incumbent will be assigned to draft Bills and Regulations whose requirements are aligned with the typical legislative drafting skill levels of an Assistant Parliamentary Counsel.

Key Responsibilities

- Drafts legislation in accordance with drafting instructions, under the supervision of the DCPC/Team Leader or a Senior Parliamentary Counsel;
- Conducts any necessary legal or legislative research into matters concerning proposals for legislation;
- Attends meetings of the Legislation Committee, accompanied by the Deputy CPC or CPC, for detailed examination of assigned Bills submitted to that Committee;
- Attends sittings of Parliament and Committees thereof during the examination of draft Bills, upon request by the client Ministry, under the supervision of the CPC, Deputy CPC or Senior PC;
- Participates in team meetings convened by the Team Leader;
- Requests that Client Ministry instructing officers, complete a Client Feedback Form;
- Ensures that personal learning and development objectives agreed at the start of each operating year, have been achieved.

Required Knowledge, Skills and Competencies

- Critical thinking skills
- Results oriented
- Emotional intelligence
- Attention to detail
- Client focus
- Ability to work in a team
- Flexibility and adaptability
- Self-confidence and courage of conviction
- Planning and organizing skills
- Expert legislative drafting skills
- Decisiveness
- Knowledge of the functions of Parliament with respect to the passage of Legislation
- Knowledge of the Official Secrets Act, Staff Orders and Public Service Regulations, the Financial Administration and Audit Act and the Public Bodies Management and Accountability Act
- Knowledge of essential principles of Constitutional and Administrative Law
- Full computer literacy and skill in the use of typical Microsoft Office products

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Certificate in Legal Education;

- Three (3) years' experience in the Legal field, and experience in Legislative Drafting, would be an asset;
- Experience in dealing with delicate and confidential issues.

Special Conditions Associated with the Job

- Critical deadlines for completion of projects;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

Applications accompanied by Résumés should be submitted **no later than Friday, 3rd December, 2021 to:**

Manager, Human Resource and Administration
Office of the Parliamentary Counsel
Ministry of Justice
61 Constant Spring Road
Kingston 10

Email: opchrm@moj.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