



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 177
OSC Ref. C.6544³

4th May, 2022

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 following **vacant** posts in the **Houses of Parliament**:

1. **Executive Assistant to the Clerk to the Houses (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 1 (OPS/SS 4)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

1. **Executive Assistant to the Clerk to the Houses (GMG/SEG 1)**

Job Purpose

Under the general direction of the Clerk to the Houses, the Executive Assistant is responsible for strategically co-ordinating and monitoring the operations of the Office of the Clerk to the Houses in ensuring that the related responsibilities of the Clerk are executed efficiently and effectively.

Key Responsibilities

Technical:

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (especially the Office of the Parliamentary Council, Attorney General's Chambers and Cabinet Office) to elicit advice/feedback on matters affecting the Houses of Parliament;
- Provides analysis and advice to the Clerk to the Houses on matters relating to local, regional and international affairs;
- Prepares and submits Reports, Briefs and meeting agendas as required;
- Responds to queries by analyzing reports and preparing responses accordingly;
- Liaises with other senior managers at the Houses of Parliament on projects and assignments, to ensure timely responses;
- Collaborates with the Parliamentary Liaison Officer to facilitate follow-ups to MDAs, Regional and International Institutions/Bodies, to ensure the timely and informed implementation of decisions;
- Participates in the preparation for visits by Regional and International Head of State/Organisations, such as Commonwealth Parliamentary Association, ParlAmericas and Caribbean Network of Public Accounts Committee as required at the level of the Houses of Parliament;
- Represents the Houses of Parliament at local, regional and international meetings, conferences, symposiums and conventions as required;
- Manages short-term projects and programmes being carried out by the Clerk to the Houses of Parliament;
- Reviews Procurement Requisitions and supporting documents for the signature of the Clerk to the Houses;
- Participates in the preparation of Speaking Notes as requested by the Clerk to the Houses;
- Responds generally to the demands of the Office of the Clerk to the Houses.

Management/Administrative:

- Co-ordinates the formulation of the Strategic and Operational Plans for the Houses of Parliament, in collaboration with the Corporate Services Director;
- Leads in the formulation of Operational and Work Plans for the Office of the Clerk to the Houses;
- Ensures that all performance reports are prepared and reviewed for the attention of the Clerk to the Houses;
- Guides the processing of matters related to local, regional and international affairs which are presented for the attention of the Clerk to the Houses and ensures accurate and timely action;

- Assists in the preparation of the Annual Budget for the Clerk's Office, in collaboration with the Parliamentary Liaison Officer,;
- Ensures the smooth operations of the Clerk's Office;
- Ensures that all administrative matters for the Office of the Clerk to the Houses are administered effectively and makes recommendations for improvements as may be required;
- Proactively prioritizes conflicting needs of an administrative nature by ensuring that same are handled expeditiously and are followed through to successful completion;
- Reviews and assesses the output of the Clerk's Office against Strategic and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Guides the development, implementation and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Clerk's Office;
- Establishes and maintains quality customer service principles, standards and measurements for the Clerk's Office;
- Assists with the co-ordination of senior, other management team and general staff meetings;
- Arranges meetings/events for visiting contingents of overseas Parliaments, including Budget and Cash Flow requests;
- Attends meetings of the House of Representatives and Senate to note matters for follow-up action by the Clerk to the Houses;
- Records Minutes of meetings held between the Clerk to the Houses and Presiding Officers and/or the House Leaders;
- Works closely with the Executive Secretary to ensure duties assigned are being carried out in support of the Office of the Clerk to the Houses.

Human Resource:

- Provides leadership to staff through effective delegation and communication;
- Ensures that all members of staff are aware of and adhere to the policies, procedures and regulations of the Houses of Parliament;
- Establishes and maintains systems to foster a culture of service and teamwork within the Office of the Clerk to the Houses.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent leadership skills
- Strong customer-oriented skills
- Excellent negotiating, problem-solving and decision-making skills
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- High level of confidentiality, diplomacy and initiative

Technical:

- Thorough understanding of Government processes for policy development and implementation
- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines
- In-depth, up-to-date knowledge of government's priorities
- Ability to work in a team
- Excellent interpersonal skills
- Change Management skills
- Ability to exercise sound judgement
- Ability to pass on and receive information pertaining to the Office of the Clerk to the Houses
- Good knowledge of Government Systems and related operational practices
- Knowledge of international best practices
- Proficiency in Microsoft Office Suite

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management/Management Studies/Public Administration or related area;
- Three (3) years' experience in a managerial position in the Public or Private Sector.

Special Conditions Associated with the Job

- Required to travel locally and overseas in the execution of official duties, when the need arises;
- May be required to work beyond normal working hours.

2. Executive Secretary 1 (OPS/SS 4)

Job Purpose

The incumbent will provide secretarial and administrative support to the Deputy Clerk to the Houses.

Key Responsibilities

- Conducts global research on Human Resource metrics and best practices to inform policy.

Technical/Professional:

- Provides secretarial support to the Deputy Clerk to the Houses, including typing and preparing documentation using Microsoft Office Suite;
- Composes Letters, Memoranda, Reports, Announcements and Briefs as required and submits them for the Deputy Clerk's review and signature;
- Tracks and responds to Emails as appropriate; monitors the provision of photocopying services;
- Appropriately screens and answers all telephone calls, takes messages and responds to queries;
- Proactively manages the Diary of the Deputy Clerk to the Houses, making and confirming appointments and meetings;
- Prepares Agenda and Minutes for meetings and organizing relevant information and documents;
- Takes Minutes at meetings and reproduces and distributes in accordance with established guidelines;
- Monitors the status of deliverables from Managers within the Division as required and informs the Deputy Clerk accordingly;
- Maintains the Inventory of stationery and equipment for the Deputy Clerk to the Houses' Office;
- Makes requisitions for materials as required by the Deputy Clerk to the Houses' Office;
- Makes travel arrangements and prepares Itinerary for overseas official travel for Parliamentarians and staff;
- Arranges for the dispatch of outgoing mail and maintains appropriate records;
- Establishes and maintains a Filing System for the timely retrieval of information, both manual and electronic, and archiving of documents and files as they relate to the Deputy Clerk's Office;
- Maintains Office practices and procedures to ensure confidentiality and security of information;
- Co-ordinates divisional meetings and workshops, for and on behalf of the Deputy Clerk to the Houses;
- Compiles and disseminates information to internal and external personnel as required;
- Liaises with the Jamaica Printing Services Limited regarding the submission and stages of completion of Bills for delivery to the Parliament;
- Monitors the submission of reports from Parliamentarians and staff after returning from overseas travel to attend workshops, seminars and conferences;
- Assists with the preparation of the Report of the Standing Finance Committee;
- Attends meetings of the Standing Finance Committee with the Deputy Clerk to the Houses;
- Assigns duties to Research Interns for the preparation of papers for staff and Parliamentarians for presentations at seminars, workshops and conferences, locally and overseas;
- Compiles information needed from the Deputy Clerk for the inclusion of the Annual Report;
- Acts as liaison between the Commonwealth and Regional Parliamentary Bodies and the Parliament of Jamaica on matters assigned to the Deputy Clerk to the Houses.

Required Knowledge, Skills and Competencies

- Excellent organizing skills
- Excellent oral and written communication skills
- Excellent customer relations skills

- Good interpersonal skills
- Confidential
- Excellent time management skills
- Ability to work on own initiative and under pressure
- Excellent administrative and secretarial skills
- Proficiency in Microsoft Office Suite

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

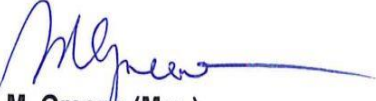
Applications accompanied by résumés should be submitted **no later than Tuesday, 17th May, 2022 to:**

**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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**