



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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14th February, 2023

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. **Committee Co-ordinator (GMG/SEG 4)**, salary range \$4,947,565 - \$6,653,925 per annum.
2. **Senior Legislative Counsel (JLG/LO 5)**, salary range \$4,106,187 - \$4,880,966 per annum.
3. **Legislative Counsel (JLG/LO 4)**, salary range \$3,420,191 - \$4,065,532 per annum.

1. Committee Co-ordinator (GMG/SEG 4)

Job Purpose

Reporting to the Clerk to the Houses, the incumbent will be directly responsible for co-ordinating the administrative services of all the Parliamentary Committees of the House of Representatives and the Senate. The incumbent will also manage the Committee Division.

Key Responsibilities

Management/Administrative:

- Co-ordinates the development and implementation of the Committee Division's Work Plans and activities;
- Supervises the performance and development of staff members in the Division through the conduct of Performance Appraisals and recommending training and development initiatives to enhance performance;
- Participates in the development of the Strategic and Operational Plans for the Houses of Parliament.

Technical/Professional:

- Assigns Committee Clerks to Parliamentary Committees;
- Organizes and services Parliamentary Committee Meetings;
- Analyzes submissions made to Parliamentary Committees to determine/identify specific problems and their implications on national issues;
- Analyzes and interprets data collected and makes recommendations to Committee Members for approval;
- Advises the Committees of the interpretation of the Standing Orders and other rules governing the functioning of the Committees;
- Liaises with the Legislative Counsel and other resource personnel for advice, if necessary;
- Ensures that Committee minutes and reports are prepared on a timely basis;
- Answers queries and provides procedural advice to Committee Members.

Required Knowledge, Skills and Competencies

- Excellent research and analytical skills
- Ability to work on own initiative
- Strong leadership and management skills
- Excellent judgment, decision making and problem solving skills
- Excellent presentation, oral and written communication skills
- Excellent interpersonal and team building skills
- Ability to work under pressure and within strict deadlines
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- Post Graduate Degree in Public Administration, Economics, Government, Social Sciences or similar discipline;
- Ten (10) years' experience in a senior managerial position;
- Specialized training in quantitative and qualitative methods of public policy analysis and modern policy research approaches;
- Experience in Parliamentary practice and procedure would be an asset.

2. Senior Legislative Counsel (JLG/LO 5)

Job Purpose

Under the direct supervision of the Clerk to the Houses, the incumbent will serve as Chief Legal Adviser to the Parliament, and in particular will provide non-partisan legal services in relation to the Legislative Process to the Houses of Parliament and will act as General/Corporate Counsel to the Clerk to the Houses of Parliament and her staff to the Office of the Leader of the Opposition and commissions of Parliament where requested.

Key Responsibilities

Technical:

- Attends the sittings of the House of Representatives and Senate and supports the Clerk to the Houses in providing advice on matters of precedence, rules and procedures of the House; interpretation of the Standing Orders; powers and privileges, constitutionality;
- Ensures Legislative instruments are accurate at every stage of enactment;
- Drafts Private Members' Bills and Private Bills as required;
- Drafts Legislative instruments as required;
- Assists the President and the Speaker with the review of Questions and Motions to be tabled in both Houses to ensure conformity with the relevant Standing Orders;
- Liaises with the 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;
- Provides parliamentary, procedural and general legal advice to the Parliament, Presiding Officers, parliamentarians, Committees, Clerk and her staff;
- Provides technical advisory services to Parliamentary Committees in conducting their functions as stipulated in the respective Standing Orders;
- Assists the Clerk in the design and development of a comprehensive parliamentary post-election orientation programme;
- Reviews draft Reports of Parliamentary Committees;
- Supports and provides legal advice to the Committee/Commissions to the Commissions of Parliament;
- Assists with preparation and presentations at parliamentary seminars, workshops and continued learning to internal and external audiences;
- Leads comprehensive review of the Standing Orders of the Houses of Parliament where necessary;

Management/Administrative:

- Monitors and supervises the activities of staff of the Branch;
- Participates in the preparation of the Strategic and Operational Plan of the Houses of Parliament;
- Prepares Strategic and Operational Plans for the Branch;
- Prepares Quarterly Status Reports of activities of the Branch;
- Prepares Annual Budget for the Branch.

Human Resource Management:

- Assists with and advises on Industrial Relations and employment issues;
- Conducts performance evaluation review for staff of the Branch;
- Recommends training and job development programmes for staff of the Branch;
- Reviews and checks output of staff of the Branch to ensure that it is of the required standard.

Required Knowledge, Skills and Competencies

- Excellent research and analytical skills
- Ability to work on own initiative
- Strong leadership and management skills
- Sound negotiating skills

- Excellent planning, organizational and analytical skills
- Excellent judgment, decision-making and problem-solving skills
- Excellent oral and written communication skills
- Excellent interpersonal skills and team building skills
- Ability to work under pressure and meet deadlines
- Ability to pay keen attention to details
- Results oriented
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Minimum of seven (7) years' experience as a legal adviser;
- Experience in legislative drafting & knowledge of Labour Laws would be an asset;
- Qualified to practice in Jamaica.

Special Conditions Associated with the Job:

- Job involves a high degree of interaction and responsibility to the Houses of Parliament and Parliamentary Committees;
- May be required to work long hours (50 hours weekly) over protracted periods;
- Political and emotionally charged environment;
- Long periods of sitting.

3. Legislative Counsel (JLG/LO 4)

Job Purpose

Under the direct supervision of the Senior Legislative Counsel, the incumbent will provide support in the provision of advice to the Parliament, and in particular to provide non-partisan legal services in relation to the legislative process to Parliamentarians and the office of the Clerk to the Houses as required.

Key Responsibilities

Technical:

- Attends the sittings of the Senate and House of Representatives as needed and supports the Clerk to the Houses in providing advice on matters of precedence, rules and procedures of the House; interpretation of the Standing Orders; powers and privileges, constitutionality;
- Drafts Private Members' Bills and Private Bills as required;
- Liaises with the 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;
- Provides parliamentary, procedural and general legal advice to the Parliament, Presiding Officers, parliamentarians, Committees, Clerk and staff;
- Provides technical advice on the formulation of policies – while displaying no bias and taking no part in the formulation of the different policies;
- Reviews matrices of Committees of Parliament;
- Reviews draft Reports of Committees;
- Provides legal support and advice to the Office of the Leader of the Opposition and Commissions of Parliament;
- Supports and provides legal advice to the Committee/Commissions of Parliament;
- Assists with preparation and presentation of parliamentary seminars, workshops and continuous learning to internal and external audiences.

Management/Administration:

- Participates in the preparation of the Strategic Plan and Operational Plan of the Branch;
- Participates in the preparation of Quarterly Status Reports of activities of the Branch;
- Maintains records and files of the Branch.

Human Resource Management:

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

Required Knowledge, Skills and Competencies

- Legislative and legal drafting skills
- Excellent oral and written communication skills
- Sound knowledge of public and constitutional law in Jamaica, and a good understanding of general legal concepts
- Excellent planning, organisational and analytical skills
- Excellent ability to exercise sound judgment
- Good decision making and problem-solving skills
- Proficient in use of required computer applications
- Ability to work under pressure and meet deadlines
- Ability to pay keen attention to details
- Good team building and interpersonal skills

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Five (5) years' experience as a Legal Adviser;
- Experience in legislative drafting and knowledge of Labour Laws would be an asset;
- Qualified to practice in Jamaica.

Special Conditions Associated with the Job:

- Job involves a high degree of interaction and responsibility to the Houses of Parliament and Parliamentary Committees;
- May be required to work long hours (50 hours weekly) over protracted periods;
- Political and emotionally charged environment;
- Long periods of sitting.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th February, 2023 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**