



Office of the Services Commissions

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CIRCULAR No. 443 **OSC Ref. C. 5849¹³**

19th October, 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 be assigned to the post of **Senior Parliamentary Counsel (JLG/LO 5) – (Not Vacant)**, in the **Ministry of Legal and Constitutional Affairs**, salary range \$8,309,840 - \$11,175,811 per annum.

Job Purpose

The incumbent is responsible for supervising the work of Assistant Parliamentary Counsel to whom he or she is assigned, and the incumbent will also be assigned a subset of the Ministry Client Portfolio that has been assigned to his or her Team.

Key Responsibilities

- Facilitates client Ministry instructing officers in clarifying the drafting instructions for bills being drafted by him/her or by supervisees;
- Attends and hosts inter-agency meetings relating to proposed legislation;
- Conducts any necessary legal or legislative research into matters concerning proposals for legislation;
- Comments on draft Cabinet Submissions, etc. containing proposals for legislation;
- Provides advice to Ministries, Departments and other Government Agencies in relation to proposals for legislation currently being drafted;
- Undertakes direct drafting of complex legislation, especially when very urgently required.
- Gives advice to client Ministries, Departments and other Government Agencies on legal and legislative issues relating to drafting and interpretation of laws;
- Assists with the assessment, review and, where necessary, revision of bills prepared by Assistant Parliamentary Counsel before dispatch and before approval of their presentation to Legislation Committee;
- Assists with the peer review and quality assurance of drafts and advisory opinions before dispatching to client Ministries;
- Attends sittings of the Houses of Parliament and Committees thereof, during the examination of draft Bills, upon request by the client Ministry;
- Completes Quarterly Evaluation and Individual Development Plans for Assistant Parliamentary assigned;
- Participates in Team Meetings convened by Team Leader.

Required Knowledge, Skills, and Competencies

- Critical thinking
- Results oriented
- Emotional intelligence
- Attention to detail
- Client Focus
- Teamwork and collaboration
- Flexibility and adaptability
- Self-confidence a courage of conviction
- Good planning and organizing skills
- Decisiveness
- Team leadership skills
- Strategic thinking change leadership

Minimum Required Qualification and Experience

- Post-graduate degree in Legislative drafting – Masters of Laws Degree (LLM) preferred;
- Bachelor of Laws (LLB);
- Certificate in Legal Education;
- Seven years' experience in the legal field – with experience particularly in legislative drafting;
- Experience in dealing with delicate and confidential issues.

Applications accompanied by résumés should be submitted **no later than Wednesday, 1st November, 2023 to:**

**Manager, Human Resource and Administration
Office of the Parliamentary Counsel
Ministry of Legal and Constitutional Affairs
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**