



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 500

OSC Ref. C.6544⁴

29th November, 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 **vacant** post of **Senior Legislative Counsel (JLG/LO 5)** in the **Houses of Parliament**, salary range \$8,309,840 - \$11,175,811 per annum.

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 reviews for staff of the Branch;
- Recommends training and 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 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, 12th December, 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**