



## Office of the Services Commissions

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### **CIRCULAR No. 472** **OSC Ref. C. 5849<sup>13</sup>**

**7<sup>th</sup> 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 be assigned to the post of **Senior Parliamentary Counsel (JLG/LO 5) – (Not Vacant)** in the **Office of the Parliamentary Counsel, 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 Monday, 20<sup>th</sup> 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](mailto: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**