



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 187**

### **OSC Ref. C.6544<sup>4</sup>**

**6<sup>th</sup> May, 2024**

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. **Senior Legislative Counsel (JLG/LO 5)**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Deputy Clerk to the Houses (GMG/SEG 5)**, salary range \$7,716,512 - \$10,377,851 per annum and any allowance(s) attached to the post.

### **1. 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 Parliamentary Committees and the Presiding Officers;
- 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;
- 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.

**2. Deputy Clerk to the Houses (GMG/SEG 5)**

**Job Purpose**

Under the delegated responsibility of the Clerk to the Houses, the Deputy Clerk to the Houses manages the operations of the Technical Services Division and supports the parliamentary process by providing advice to parliamentarians on the appropriate procedures for the conduct of the nation's business at sittings of both Houses.

**Key Responsibilities**

***Technical/ Professional:***

- Provides procedural guidance and scripts to Parliamentarians for the introduction of motions regarding the formation of Parliamentary Committees, Private Members' and other motions, Bills, Acts or Subsidiary Legislation, in keeping with the provisions of the Standing Orders;
- Manages the daily activities in the preparation of the printing and circulation of Bills; the laying of documents and preparation of Order and Question Papers;
- Ensures the safe custody of all laws, Hansard Reports and documents of the Parliament;
- Assists in ensuring that the Parliament and its sessional and oversight committees have the necessary procedural, administrative and research support;
- Sits at the table for all meetings of the House of Representatives, the Senate and major Committees such as the Standing Finance, Standing Orders and Oversight Committees as needed, to advise on procedures and note proceedings with a view to providing the required support services;

- Attends sittings of the Standing Finance Committee which examines the Estimates of Expenditure and prepares Reports of the Committee's proceedings for submission to relevant Ministries and Departments;
- Provides high level advice to Parliamentarians, Parliamentary staff and external stakeholders in relation to the operations of and businesses before the Houses and Parliamentary Committees, including the interpretation and application of the Standing Orders, parliamentary law, procedures and administrative practices;
- Assists with the checking of Bills for accuracy of form and content before printing and submission to the Governor General for assent;
- Provides guidance in the conduct of business and the interpretation of rules and regulations governing Parliamentary Committees during their meetings;
- Assists in the preparation for local and international workshops, seminars and conferences to be hosted by the Jamaican Parliament.

***Management/Administrative:***

- Participates in the development of Strategic/Corporate/Operational Plans and associated Budgets for the Houses of Parliament, as part of the Senior Management Team;
- Co-ordinates the design of Work Plans and programmes for staff supervised, ensuring staff is effectively utilized and productivity optimized;
- Oversees the performance and development of staff through the conduct of Performance Appraisals and recommends training and development initiatives to enhance performance;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Establishes and maintains systems/programmes to foster a culture of service and teamwork within the Technical Services Division which entails the Library, Hansard Reporting and Editing Sections;
- Prepares and submits performance and other reports at agreed intervals.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills;
- Excellent interpersonal skills, including handling conflicts and providing coaching and counselling;
- Excellent decision-making and problem-solving skills;
- Understanding the use of technology and the scope it offers for supporting management and operations;
- Ability to exercise sound judgment and flexibility while being very decisive;
- Ability to achieve objectives and performance targets through a team;
- Ability to work effectively with and communicate complex issues to a variety of constituencies and negotiate agreements in an environment where interests frequently conflict;
- Integrity in placing the public's interest before personal interest.

**Minimum Required Qualification and Experience**

- Certificate in Legal Education, Master of Science Degree in Government/Public Administration/Public Sector Management; **or**
- Master of Laws Degree;
- Ten (10) years' working experience with at least five (5) years at a senior management level;
- Five (5) years' working experience in the field of Law.

Applications accompanied by résumés should be submitted **no later than Friday, 17<sup>th</sup> May, 2024 to:**

**Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston**

**Email: [clerk@japarliament.gov.jm](mailto: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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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