



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 260

OSC Ref. C.6544⁴

24th June, 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 posts in the **Houses of Parliament**:

1. **Hansard Editor (MCG/IE 4) (Contract)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Transcriptionist (PIDG/RIM 3) (Contract) - (5 posts)**, salary range \$2,190,302 - \$2,945,712 per annum.
3. **Office Attendant (LMO/TS 1) (Contract)**, salary range \$18,647 - \$25,078 per week.

1. Hansard Editor (MCG/IE 4)

Job Purpose

The incumbent is responsible for assisting with the production of the Jamaica Hansard of Representatives and the Senate.

Key Responsibilities

Technical:

- Edits transcripts of Parliamentary debates or other proceedings of the House of Representatives and the Senate;
- Proofreads printer's proof and makes necessary correctional signs to eliminate typographical and grammatical errors;
- Edits and verifies Verbatim notes in preparation for publishing, ensuring that the text conforms with Hansard editing and style guidelines;
- Assists with the approval of the final editing of the Verbatim notes for publishing;
- Assists with the performance and development of direct reports through the conduct of performance appraisals;
- Assists with the co-ordination of the design of Work Plans and programmes.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Ability to meet deadlines;
- Pay keen attention to details;
- Ability to work on own initiative;
- Excellent listening and analytical skills;
- Excellent team building and interpersonal skills;
- Have an understanding of editing principles.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree or equivalent specializing in English;
- Five (5) years relevant working experience;
- Proficiency in Microsoft Office Suite;
- Knowledge of Parliamentary proceedings would be an asset.

2. Transcriptionist (PIDG/RIM 3)

Job Purpose

Under the general supervision of the Chief Hansard Reporter, the Transcriptionist records and produces typewritten verbatim notes of the meetings of the Houses of Parliament and its Committees.

Key Responsibilities

Technical/ Professional:

- Provides transcription services for special Committee Meetings, retreats and conferences;
- Listens to recordings and produces accurate Verbatim notes of meetings of the Houses of Parliament, the Senate and its Parliamentary Committees;
- Ensures accuracy of transcribed text by reviewing spelling, grammar and punctuation, prior to submission for checking and vetting by the Hansard Editing Section.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Keen attention to detail;
- Strong listening and typing skills;
- Excellent interpersonal and team building skills;
- Proficiency in Microsoft Office Suite;
- Experience in the use of recording devices and equipment;
- Well-developed emotional intelligence;
- Ability to work independently and meet deadlines;
- Ability to perform under stress when confronted with emergency, critical and unusual situations in which speed, accuracy and sustained attention are essential.

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

3. Office Attendant (LMO/TS 1)

Job Purpose

Under the direct supervision of the Facilities and Office Manager, the Attendant is responsible for maintaining the cleanliness of the Houses of Parliament's building and office spaces.

Key Responsibilities

- Keeps the Chamber of Houses of Parliament and office areas clean and tidy as assigned;
- Cleans and disinfects the bathrooms in the morning and freshen in the afternoon;
- Stocks and supplies bathrooms with tissue and other toiletries;
- Cleans mirrors and sinks and empties the rubbish bins regularly;
- Cleans office, equipment, furniture and walls;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Good interpersonal skills;
- Good integrity and ethics exercised in the performance of duties;
- Good initiatives, teamwork and corporation;
- Excellent compliance.

Minimum Required Qualification and Experience

- Attained Grade 9 Level Education;
- Two (2) years' working experience;
- Training in Basic Customer Service would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 5th July, 2024 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