



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 280

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16th July, 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 **vacant** post of **Legislative Editor (JLG/LO 1)** in the **Office of the Parliamentary Counsel (OPC)**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

Under the direction of the Deputy Chief Parliamentary Counsel, the Legislative Editor edits draft legislation and proofreads documents to be sent to, and received from, the printers. Assist with conducting legal research regarding legislation. Undertakes the training of other Legislative Editors. Oversees the maintenance of the Office Library and ensures that legal research publications are current and updated as necessary.

Key Responsibilities

- Assists in proofreading and editorial checking of draft Bills and other confidential documents, such as draft proclamations, rules, regulations, orders, notices, notifications, resolutions (parliamentary as well as legislative), etc.;
- Conducts, as necessary, legislative research into matters concerning legislation (primary and subsidiary) using appropriate research tools;
- Reads amendments into Acts and/or draft Bills, as necessary;
- Prepares annual list of consequential amendments made to Acts;
- Undertakes training of new employees in editorial checking;
- Oversees the maintenance of the Office Library, ensuring that legal research publications are current and updated as necessary; and providing training and oversight in respect of the annotation of volumes of primary and subsidiary legislation of the Laws of Jamaica;
- Performs additional tasks assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent command of English Language;
- Excellent time management and communication skills;
- Excellent research and analytical skills;
- High level of word processing skills coupled with sound knowledge of Microsoft Office products, in particular Word, and online research capabilities;
- Highly developed organizational skills with specific attention to details;
- Ability to train other staff in the duties of the position;
- Ability to work under pressure and meet critical timelines, with limited supervision.

Minimum Required Qualification and Experience

- Bachelor's Degree in the Liberal Arts or Diploma in Paralegal studies;
- Five (5) years' experience in the legal support field with experience in performing editorial services.

Applications accompanied by Résumés should be submitted **no later than Monday, 29th July, 2024 to:**

**Manager, Human Resource and Administration
Office of the Parliamentary Counsel
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.

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**