



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. 369 **OSC Ref. C.6544⁴**

19th September, 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/be assigned to the following posts in the **Houses of Parliament**:

1. **Assistant Clerk to the Houses (GMG/SEG 2) (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Senior Committee Clerk (GMG/SEG 2) (Not Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Assistant Clerk to the Houses (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Deputy Clerk to the Houses, the Assistant Clerk to the Houses provides procedural advice and administrative services to the sittings of the House of Representatives and Senate.

Key Responsibilities

Technical/Professional

- Attends all sittings of the House of Representatives and the Senate;
- Assists the Clerk and Deputy Clerk with providing procedural advice and guidance to Members/Senators in accordance with the provisions of the respective Standing Orders, Erskine Mays Parliamentary Practice, customs and conventions;
- Prepares the Minutes for the House of Representatives and the Senate;
- Prepares and directs certified Extracts and signed copies of all Minutes and Reports of the Standing Finance Committee to all relevant persons e.g. Auditor General, Financial Secretary.

Management/ Administrative

- Prepares extracts of the Minutes of the House of Representatives and the Senate regarding all approved motions and dispatches copies to the responsible ministries, the Cabinet Secretary and other relevant entities;
- Participates in the planning and administration of special events including workshops for Parliamentarians, seminars and conferences;
- Co-ordinates the Youth Parliament activities;
- Performs any other duties.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Ability to work on own initiative
- Must be able to work under pressure and within strict deadlines
- Excellent interpersonal, decision making and problem solving skills
- Proficiency in Microsoft Office Suite

Minimum Required Qualification and Experience

- Bachelors Degree in Public Administration/Government/Social Sciences or related discipline
- Five (5) years' working experience
- Knowledge of Parliamentary practice and procedure would be an asset

2. Senior Committee Clerk (GMG/SEG 2)

Job Purpose

Under the supervision of the Committee Administration and Research Coordinator, the incumbent will provide the necessary policy advisory, technical, administrative and logistic support to the Public Administration and Appropriations Committee (PAAC) and other Sessional Select Committees of the Parliament.

Key Responsibilities

Technical/ Professional:

- Provides advice on the Standing Orders and rules and procedures governing Parliamentary Committees;
- Advises Permanent Secretaries to prepare status reports on expenditure, service delivery systems, processes and challenges in respect of their Ministries and all entities within their remit in keeping with the annual monitoring schedule;
- Examines Green Paper, Ministry Paper and other documents and prepares procedural briefs in collaboration with the Technical Advisor;
- Organizes and attends committee retreats, when necessary;
- Organizes meetings with technical experts, representatives of the relevant organizations or other interested parties, to enable the PAAC to gain insight on the content of Green Papers, Ministry Papers and other documents, and makes recommendations to the Parliament as it relates to the improvement of public administration;
- Analyzes evidence given before committees in order to determine appropriate recommendations to be included in reports;
- Drafts reports following the Committees' deliberations and circulate for review;
- Prepares final reports for Tabling;
- Participates in planning briefings with the Chairman and the Technical Advisor to the Committee to take decisions regarding the short term operations of the PAAC in context of the schedule;
- Prepares agendas for meetings after consultation with the Chairman of the committee;
- Performs any other duties.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Ability to work on own initiative
- Excellent oral and written communication skills
- Ability to maintain confidentiality
- Excellent time management skills
- Excellent judgment and analytical skills
- Must be able to work under pressure and meet deadlines
- Knowledge of the structure of Government

Minimum Required Qualification and Experience

- Bachelor of Science in Public Administration, Social Administration, Economics, Sociology, Political Science or equivalent
- Three (3) years' working experience
- Experience in the field of research, the drafting of reports and preparation of matrices
- Knowledge of the Constitution of Jamaica and Parliamentary matters would be an asset

Applications accompanied by résumés should be submitted **no later than Wednesday, 2nd October, 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