



Office of the Services Commissions

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CIRCULAR No. 398 **OSC Ref. C.6544⁴**

4th October, 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. **Hansard Editor (MCG/IE 4) (Contract) (2 posts)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Proof Reader (MCG/IE 3) (Contract)**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Senior Human Resource Officer (GMG/SEG 1) (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.

1. **Hansard Editor (MCG/IE 4)**

Job Purpose

Under the general supervision of the Deputy Clerk to the Houses of Parliament, the incumbent oversees the production and publication of the Jamaica Hansard of the House 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.

Management/Administrative:

- Co-ordinates the design of Work Plans and programmes of direct reports;
- Oversees the performance and development of direct reports through the conduct of performance appraisals;
- Recommends training and development initiatives for direct reports;
- Provides guidance to staff through coaching, mentoring and training.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Ability to meet deadlines;
- Keen attention to details;
- Ability to work on own initiative;
- Excellent listening and analytical skills;
- Excellent team building and interpersonal skills;
- Good 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. Proof Reader (MCG/IE 3)

Job Purpose

Under the general supervision of the Hansard Editor, the incumbent reviews and edits the Parliamentary verbatim notes of the House of Representatives, the Senate and the Parliamentary Committees.

Key Responsibilities

- Checks and proofreads copies of verbatim notes of the House of Representatives, the Senate and Parliamentary Committees;
- Reviews printer's proof and makes necessary correctional signs to eliminate typographical and grammatical errors;
- Assists the Systems Administrator in operating audio recording device;
- Assists the Hansard Editor in the final editing of the verbatim notes;
- Conducts necessary research on Hansard information for internal/external clients.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Ability to meet deadlines and work on own initiative;
- Excellent listening and analytical skills;
- Excellent team building and interpersonal skills;
- Proficiency in Microsoft Office Suite.

Minimum Required Qualification and Experience

- Bachelor of Arts Degree or equivalent, specializing in English;
- Two (2) years' relevant working experience;
- Knowledge of Jamaican Parliamentary procedures would be an asset.

3. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Development (HRM&D), the Senior Human Resource Officer will assume the Human Resource Management and Development responsibilities and duties on behalf of the Houses of Parliament and the Parliament's one (1) satellite office. The incumbent will be responsible for administering Government policies, regulations and guidelines and will provide support to staff to enable them to carry out Human Resource related functions effectively and efficiently.

Key Responsibilities

Technical/Professional:

- Participates in the recruitment exercise, ensuring that applicants are shortlisted, relevant documents are prepared for interviews and reference and security checks are done;
- Participates in the administration of the Orientation programmes for all new employees;
- Facilitates permanent appointment of new recruits by ensuring the timely preparation and submission of Interim and Final Probationary Reports to the relevant authorities;
- Liaises with training institutions to obtain information on suitable training courses for staff and recommends training needs to the Director, Human Resource Management and Development;
- Assists with the development and implementation of the Training Plan;
- Assists with the development of standard operating procedures to ensure consistency and quality assurance in the performance of Human Resource functions through the Parliament.

Employee Relations and Benefits Administration:

- Determines leave entitlement and ensures the maintenance of proper record for each staff member, in accordance with the Staff Orders for the Public Service;
- Processes loan applications and submits to the relevant authorities for approval or otherwise;
- Ensures the maintenance of up-to-date Service Records and Staff List;

- Liaises with the approved health care provider in the provision of services to employees and follows up on enrollments, queries and other issues;
- Processes relevant documents for retirement/separation;
- Prepares and submits Pension Particulars to the relevant authorities;
- Assists with the management of the grievance and disciplinary processes ensuring consistency and fairness;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent planning and organizational skills;
- Ability to meet deadlines;
- Excellent interpersonal skills;
- Excellent decision-making and problem-solving skills.

Technical:

- Sound knowledge of the 2004 Staff Orders for the Public Service and the Public Service Regulations;
- Knowledge of Compensation and Benefits Administration;
- Proficiency in Microsoft Office Suite.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management/Management Studies or equivalent;
- Two (2) years relevant working experience;
- Training in Government of Jamaica Human Resource Management policies and practices would be an asset;
- Experience in the administration of the Performance Management Appraisal System would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 17th 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**