



## Office of the Services Commissions

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### **CIRCULAR No. 468**

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

**26<sup>th</sup> November, 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 be assigned to the post of **Senior Committee Clerk (GMG/SEG 2) – (Not Vacant)** in the **Houses of Parliament**, salary range \$4,266,270 - \$5,737,658 per annum.

### **Job Purpose**

Under the supervision of the Committee Administration and Research Co-ordinator, 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 circulates 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 related duties that may be assigned from time to time.

### **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 and 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 Monday, 9<sup>th</sup> December, 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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer