



## Office of the Services Commissions

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### **CIRCULAR No. 4** **OSC Ref. C.6544<sup>5</sup>**

8<sup>th</sup> January, 2025

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 **Senior Legislative Counsel (JLG/LO 5)** in the **Houses of Parliament**, salary range \$9,401,821 - \$12,644,404 per annum.

### **Job Purpose**

Under the direct supervision of the Clerk to the Houses, the incumbent will serve as Chief Legal Adviser to the Parliament and, in particular, will provide non-partisan legal services in relation to the legislative process to the Houses of Parliament and will act as General/Corporate Counsel to the Clerk to the Houses of Parliament and her staff, to the Office of the Leader of the Opposition and Commissions of Parliament, where requested.

### **Key Responsibilities**

#### ***Technical:***

- Attends the sittings of the House of Representatives and Senate and supports the Clerk to the Houses in providing advice on matters of precedence, rules and procedures of the House; interpretation of the Standing Orders; powers and privileges, constitutionality;
- Ensures legislative instruments are accurate at every stage of enactment;
- Drafts Private Members' Bills and Private Bills, as required;
- Drafts legislative instruments, as required;
- Assists the President and the Speaker with the review of Questions and Motions to be tabled in both Houses, to ensure conformity with the relevant Standing Orders;
- Liaises with the Office of the Parliamentary Counsel, Attorney-General's Chambers, Legal Reform Division, Law Revision Committee, Legislative Liaison Officers and representatives of Ministries, Departments and Agencies in facilitating the legislative process;
- Provides parliamentary, procedural and general legal advice to the Parliament, Presiding Officers, Parliamentarians, Committees, Clerk and her staff;
- Provides technical advisory services to parliamentary committees in conducting their functions, as stipulated in the respective Standing Orders;
- Assists the Clerk in the design and development of a comprehensive parliamentary post-election orientation programme;
- Reviews draft Reports of Parliamentary Committees;
- Supports and provides legal advice to the Committee/Commissions to the Commissions of Parliament;
- Assists with preparation and presentations at parliamentary seminars, workshops and continued learning to internal and external audiences;
- Leads comprehensive review of the Standing Orders of the Houses of Parliament, where necessary;

#### ***Management/Administrative:***

- Monitors and supervises the activities of staff of the Branch;
- Participates in the preparation of the Strategic and Operational Plan of the Houses of Parliament;
- Prepares Strategic and Operational Plans for the Branch;
- Prepares Quarterly Status Reports of activities of the Branch;
- Prepares Annual Budget for the Branch.

#### ***Human Resource Management:***

- Assists with and advises on Industrial Relations and employment issues;
- Conducts performance evaluation reviews for staff of the Branch;
- Recommends training and development programmes for staff of the Branch;
- Reviews and checks output of staff of the Branch to ensure that it is of the required standard.

### **Required Knowledge, Skills and Competencies**

- Excellent research and analytical skills
- Ability to work on own initiative
- Strong leadership and management skills
- Sound negotiating skills
- Excellent planning, organizational and analytical skills
- Excellent judgment, decision-making and problem-solving skills
- Excellent oral and written communication skills
- Excellent interpersonal skills and team building skills;
- Ability to work under pressure and meet deadlines
- Ability to pay keen attention to details
- Results oriented
- Proficiency in the use of Microsoft Office Suite

### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Minimum of seven (7) years' experience as a legal adviser;
- Experience in legislative drafting and knowledge of Labour Laws would be an asset;
- Qualified to practice in Jamaica.

### **Special Conditions Associated with the Job:**

- Job involves a high degree of interaction and responsibility to the Houses of Parliament and Parliamentary Committees;
- May be required to work long hours (50 hours weekly) over protracted periods;
- Political and emotionally charged environment;
- Long periods of sitting.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21<sup>st</sup> January, 2025 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**