



GREEN PAPER 3/2023

Job Description for Members of Parliament of Jamaica

June 20, 2023

Office of the Prime Minister



GOVERNMENT OF JAMAICA

**Job Description for
Members of Parliament**

NAME of Member	
CONSTITUENCY	

STRATEGIC OBJECTIVE

To enable Parliament to function effectively, Members (MPs) are required, individually and collectively, to:

1. Secure Parliament as a deliberative forum in which the issues affecting the peace, progress, prosperity, efficiency and dignity of the nation can be discussed transparently, truthfully, respectfully and robustly for public understanding;
2. Ensure the Parliament is responsive to the lawful concerns and interests of all its citizens, thereby securing its relevance and legitimacy to the people;
3. Contribute to passing laws for the peace, order and good government of Jamaica, pursuant to section 48(1) of the *Constitution of Jamaica*;
4. Help determine the privileges, immunities and powers of the two Houses of Parliament, pursuant to section 48(2) of the *Constitution of Jamaica*;
5. Collectively ensure the Cabinet accounts to the Parliament for its policy decisions and the general direction and control of the Government of Jamaica, in accordance with section 69(2) of the *Constitution of Jamaica*;
6. Collectively ensure that ministries and public bodies account to Parliament for their expenditures, operations, and use of statutory powers, where required by law and generally to promote accountability in public affairs;
7. Represent, advocate and be the voice of their constituencies in the Parliament, and with government or private entities to advance the interest of the constituency;
8. Monitor, advise, support, and report to Parliament and other stakeholders, on the development of programmes and opportunities for constituents in collaboration with Government Agencies, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs), Citizens Associations and others;

9. Represent the electoral constituency, the country, and the government where required, officially and ceremonially in local, national and international events and fora; and
10. Uphold the dignity and integrity of the electoral and political process, and positively contribute to the growth of the political party to which they are affiliated, as upholding democratic ideals and institutions through which participation in politics is facilitated.

JOB PURPOSE

Members of Parliament are first and foremost representatives of the people. They are elected or appointed to serve the interest of the public generally, and the interest of their constituency, in accordance with the greater good of the society or community and in keeping with the laws and Constitution of Jamaica. This public role requires Parliamentarians to be mindful that conduct in their personal capacity must uphold and be seen to uphold integrity, dignity and professional stewardship befitting the public office. The ultimate exercise of the representative role of Member of Parliament, is to pass laws for the good government of the country and advancing our global interests.

KEY DELIVERABLES/OUTPUTS

1. Regular attendance and active participation at sittings of Parliament;
2. Regular attendance at and active participation in Committees of Parliament, where applicable;
3. Participating in debates on Bills and Motions before the House;
4. Voting on Bills and Motions before the House;
5. Timely preparation and submission of Project Documents, including proposed budgets for the Constituency Development Fund (CDF);
6. Timely submission of Constituency Reports in respect of CDF Projects;
7. Providing supporting documentation to CDF Implementing Agencies for resources allocated to constituents by them;
8. Holding CDF Consultations in the Constituency biennially;
9. Preparing multi-year Constituency Development Plan of Action and implementing related programmes; and

10. Providing leadership and guidance to constituents on matters for which central government has responsibility, including the Ministry, Department or Agency to be contacted to address concerns.

KEY RESPONSIBILITY AREAS

1. Review and pass legislation to provide an up-to-date and relevant set of laws for the country;
2. Adhere to the Standing Orders of the House of Representatives;
3. Protect the integrity of and promote public confidence in the office of Member of Parliament through befitting conduct;
4. Provide oversight of the Executive, Ministries, Departments and Agencies through regular attendance at and active participation in deliberations of the Parliament and its Committees, including the review and examination of Reports submitted to Parliament;
5. Represent the interests of the constituency at all appropriate levels and participate in relevant constituency activities;
6. Provide leadership to constituency and the Constituency Office;
7. Seek intervention to support the development of community infrastructure;
8. Work/collaborate with State Agencies and the Local Authorities to implement plans to assist with the development of the constituency;
9. Develop and maintain channels of communication to receive and address concerns of constituents for which the government has responsibility;
10. Provide appropriate assistance to individual constituents through approved projects financed by the CDF;
11. Implement approved CDF projects on a timely basis and ensure accountability for how funds are utilized; and
12. Implement systems to efficiently manage the constituency office.

CONTACTS

Members of Parliament are required to maintain contact with all relevant stakeholders and are expected to build partnerships to help create alliance with stakeholders other than their political base, to strengthen constituency initiatives.

PERFORMANCE STANDARDS

1. Top priority given to, and avoidance of schedule conflicts with, sittings of the House and meetings of Committees;
2. Punctual and consistent attendance at sittings of the House and meetings of Committees as scheduled and agreed, barring reasonable excuse for absence;
3. Apology tendered for unavoidable absence;
4. Informed participation in parliamentary debates on Bills and Motions demonstrated by reference to the contents of Bills, Reports and other material under deliberation;
5. Completion and implementation of constituency development plans in accordance with the requirement of the Constituency Development Fund Office, and in a manner which benefits the community as a whole;
6. Regular meetings held with constituents to provide updates on constituency matters;
7. Relevant constituency events supported, in official and ceremonial capacities; and
8. Documented use of public resources, utilizing established approved procedures; records kept in accordance to established standards and are available on time for scrutiny by the relevant authority.

COMPETENCIES/ATTRIBUTES (include but not limited to)

1. General proficiency in communicating to the people to achieve understanding of issues and a record of proceedings;
2. Working understanding of the machinery of government, particularly the role and functions of the three branches of government and how government is organised;
3. Working understanding of the laws and Constitution of Jamaica, such as the electoral law;
4. Working understanding of constitutional and administrative law principles such as the rule of law, separation of powers, natural justice, and due process;
5. Working knowledge and understanding of the rules of Parliament and parliamentary debate;
6. Excellent mental acuity to make meaningful contribution to discussions, debates and offer perspectives;
7. Good understanding of the electoral machinery;

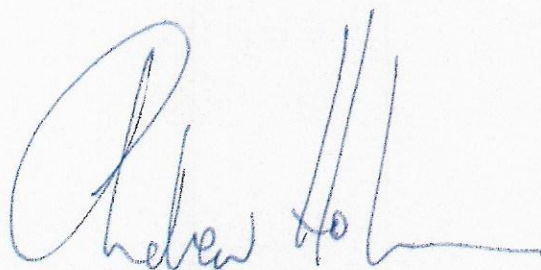
8. Excellent problem solving skills;
9. Excellent negotiating skills;
10. Good understanding of media relations/ communicating with the media;
11. Excellent ability to lead people;
12. Strong conviction to the principles of good governance; and
13. Excellent ability to multi-task.

MINIMUM REQUIRED QUALIFICATION

- Qualified according to the laws and Constitution of Jamaica to be elected to the House of Representatives and competently discharge the functions of office.

WORKING CONDITIONS (include but not limited to)

1. Extended time away from home and family;
2. Long and unpredictable working hours;
3. High levels of stress and other risks to health and safety;
4. Exposure to sometimes hostile environments;
5. Working with wide cross-section of people/groups/institutions with shared and conflicting interests; and
6. Expected to be present and lead in emergencies.



Andrew Holness ON, PC, MP
Prime Minister

June , 2023