



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

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HANSARD EDITOR (MCG/IE 4) (Contractual)

Applications are invited from suitably qualified officers for the post of **Hansard Editor (MCG/IE 4) (contractual)** at the Houses of Parliament. The salary ranges from \$4,266,270-\$5,737,658 per annum.

Scope of Duties

The incumbent assists with the production of the Jamaica *Hansard* of the House of Representatives and the Senate.

Main Duties and Responsibilities

Technical Responsibilities

- Edit transcripts of Parliamentary debates or other proceedings of the House of Representatives and the Senate;
- Proofreads printer's proof and make necessary correctional signs to eliminate typographical and grammatical errors;
- Edit and verify 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;
- Assists with the performance and development of direct reports through the conduct of performance appraisals;
- Assist with the coordination of the design of work plans and programmes.

Required Skills/Competencies

- Excellent oral and written communication skills

- Ability to meet deadlines
- Pay keen attention to details
- Ability to work on own initiative
- Excellent listening and analytical skills
- Excellent team building and interpersonal skills
- Have an understanding of editing principles

Minimum Qualifications and Experience

- Bachelor of Arts Degree or equivalent specializing in English
- A minimum of five (5) years relevant working experience
- Proficiency in Microsoft Office Suite
- Knowledge of Parliamentary proceedings would be an asset

Application accompanied by résumé should be submitted **no later than Thursday, July 4, 2024**
to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston
Email: clerk@japarliament.gov.jm

Please note that only short listed applicants will be contacted.