



*Houses of Parliament*

*Jamaica*

*Gordon House, 81 Duke Street, Kingston, Jamaica*

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## **COMMITTEE CLERK Pay Band 7 (GMG/SEG 1) (2 posts) (new)**

Applications are invited from suitably qualified officers for the post of **Committee Clerk (GMG/SEG 1) (2 posts) (new)** at the Houses of Parliament. The salary ranges from \$3,094,839-\$4,162,214 per annum.

### **JOB PURPOSE**

Under the general supervision of the Committee Administration and Research Coordinator, the Committee Clerk organises, prepares, and provides services for committee meetings. This entails recording, collating, and analysing all pertinent information, as well as drafting minutes, preparing and tabling reports and performing other duties as directed.

### **KEY RESPONSIBILITIES**

- Examines the Bills for committees dealing with Acts to be passed or reviewed by the Parliament. in order to become with the subject matters and the provisions of the Bill;
- Conducts research on specific matters under review, including international trends and practices. that may be relevant and applicable to the local environment as well as the committee's mandate;
- Analyses and interprets data and information collected and formulate the recommendations made by the committee for the approval of the members;
- Identifies the relevant resource personnel and witnesses, where necessary, and ensures their participation in the committee's deliberation;
- Provides procedural advice to committee members on matters contained in the Standing Orders;
- Develops and maintains register of committees;
- Ensures the security of confidential correspondence;
- Interacts with interest groups and individuals and answer general enquiries regarding the operation of assigned committees as well as general information about the unit;
- Ensures that the appropriate systems are in place for interest group(s) presentation at committee meetings;
- Drafts meeting agenda in consultation with committee Chairman;
- Summons interested individuals to meetings;
- Prepares matrices to summarize submissions made to committees;
- Organises and circulates relevant information and documents;
- Prepares minutes of meetings and distribute in accordance with established guidelines and timelines via email and hardcopy to relevant persons;
- Prepares letters and memoranda from draft notes, reports and submissions;
- Takes follow-up action on matters relevant to the committee's deliberations;
- Prepares reports for issuing to committee members and technical officers for their perusal and comments;
- Ensures that the report is tabled in the appropriate House;
- Follows up on the posting of the report on to the Parliament's website.

### **Other Responsibilities**

Performs any other related duties that may be assigned from time to time.

### **KEY COMPETENCIES**

#### **Knowledge**

- Knowledge of the Constitution of Jamaica and Parliamentary matters would be an asset
- Excellent knowledge of the role and functions of Parliament
- Excellent knowledge of the operations of the committee system
- Knowledge of parliamentary practice and procedures
- Knowledge of the Standing Orders of the House and Senate
- Knowledge of the structure of Government

#### **Skills**

- Good interpersonal skills
- Ability to work on own initiative
- Excellent writing skills
- Good communication skills
- Ability to maintain confidentiality
- Excellent time management skills
- Sound judgment
- Ability to work under pressure and meet deadlines
- Proficiency in the use of Microsoft Office e.g. Microsoft Word, PowerPoint

### **MINIMUM REQUIRED QUALIFICATION & EXPERIENCE**

- Bachelor of Science in Public Administration, Social Administration, Economics, Sociology, Political Science or equivalent
- A minimum of three (3) years in related area
- Experience in the field of research and the drafting of reports and preparation of matrices

Application accompanied by résumé should be submitted **no later than Friday, January 12, 2024:**

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.**