



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

Tel.: (876) 922-0200 **Fax:** (876) 967-1708

Email: clerk@japarliament.gov.jm

Website: <http://www.japarliament.gov.jm>

PROOF READER Pay Band 7 (MCG/IE 3) (not vacant)

Applications are invited from suitably qualified officers for the post of **Proof Reader (MCG/IE 3) (not vacant)** at the Houses of Parliament. The salary ranges from \$3,094,839-\$4,162,214 per annum.

Scope of Duties

Under the general supervision of the *Hansard* Editor, the incumbent reviews and edits the Parliamentary verbatim notes of the House of Representatives, the Senate and the Parliamentary Committees.

Main Duties and Responsibilities

- Check and proofread copies of verbatim notes of the House of Representatives, the Senate and Parliamentary Committees;
- Review printer's proof and make necessary correctional signs to eliminate typographical and grammatical errors;
- Assist the Systems Administrator in operating audio recording device;
- Assist the *Hansard* Editor in the final editing of the verbatim notes;
- Conducts necessary research on *Hansard* information for internal/external clients.

Required Skills/Competencies

- Excellent oral and written communication skills
- Ability to meet deadlines and work on own initiative
- Excellent listening and analytical skills
- Excellent team building and interpersonal skills

Minimum Qualifications and Experience

- Bachelor of Arts Degree or equivalent specializing in English
- A minimum of two (2) years relevant working experience
- Proficiency in Microsoft Office Suite
- Knowledge of Jamaican Parliamentary procedures would be an asset