



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

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SENIOR LEGISLATIVE COUNSEL Pay Band 12 (JLG/LO 5)

Applications are invited from suitably qualified persons for the post of **Senior Legislative Counsel Pay Band 12 (JLG/LO 5) (vacant post)** at the Houses of Parliament. The salary range is \$8,309,840-\$11,175,811 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 RESPONSIBILITY AREAS

Technical Responsibilities

- 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 Responsibilities

- 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 review for staff of the Branch;
- Recommends training and job 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 COMPETENCIES AND SKILLS

- 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

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 & knowledge of Labour Laws would be an asset
- Qualified to practice in Jamaica

WORKING CONDITIONS

- 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 Wednesday, September 13, 2023 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Please note that only short listed applicants will be contacted.