



*Houses of Parliament*

*Jamaica*

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## **SENIOR COMMITTEE CLERK PAY BAND 8 (GMG/SEG 2) (not vacant)**

Applications are invited from suitably qualified persons for the post of **Senior Committee Clerk** Pay Band 8 (GMG/SEG 2) (not vacant) at the Houses of Parliament. The salary range is from \$4,266,270- \$5,737,658 per annum.

### **SCOPE OF DUTIES**

Under the supervision of the Committee Administration and Research Coordinator, the incumbent will provide the necessary policy advisory, technical, administrative and logistic support to the Public Administration and Appropriations Committee (PAAC) and other Sessional Select Committees of the Parliament.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Technical/Professional Responsibilities**

- Provides advice on the Standing Orders and rules and procedures governing Parliamentary Committees;
- Advises Permanent Secretaries to prepare status reports on expenditure, service delivery systems, processes and challenges in respect of their Ministries and all entities within their remit in keeping with the annual monitoring schedule;
- Examines Green Paper, Ministry Paper and other documents and prepare procedural briefs in collaboration with the Technical Advisor;
- Organizes and attend committee retreats, when necessary;
- Organizes meetings with technical experts, representatives of the relevant organizations or other interested parties, to enable the PAAC to gain insight on the content of Green Papers, Ministry Papers and other documents, and make recommendations to the Parliament as it relates to the improvement of public administration;
- Analyzes evidence given before committees in order to determine appropriate recommendations to be included in reports;
- Drafts reports following the Committees' deliberations and circulate for review;
- Prepares final reports for Tabling;

- Participates in planning briefings with the Chairman and the Technical Advisor to the Committee to take decisions regarding the short term operations of the PAAC in context of the schedule;
- Prepares agendas for meetings after consultation with the Chairman of the committee

### **REQUIRED SKILLS/COMPETENCIES**

- Excellent interpersonal skills
- Ability to work on own initiative
- Excellent oral and written communication skills
- Ability to maintain confidentiality
- Excellent time management skills
- Excellent judgment and analytical skills
- Must be able to work under pressure and meet deadlines
- Knowledge of the structure of Government

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor of Science in Public Administration, Social Administration, Economics, Sociology, Political Science or equivalent
- A minimum of three (3) years working experience
- Experience in the field of research and the drafting of reports and preparation of matrices
- Knowledge of the Constitution of Jamaica and Parliamentary matters would be an asset