



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

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TRANSCRIPTIONIST Pay Band 4 (OPS/SS 3) (Contract Post)

Applications are invited from suitably qualified officers for the post of **Transcriptionist Band 4 (OPS/SS 3) (4 vacancies)** at the **Houses of Parliament**. The salary ranges from \$1,550,136- \$2,084,761 per annum.

JOB PURPOSE

Under the general supervision of the Chief Hansard Reporter, the Transcriptionist records and produces typewritten verbatim notes of the meetings of the Houses of Parliament and its Committees.

KEY RESPONSIBILITY AREAS

- Provide transcription services for special committee meetings, retreats and conferences;
- Listen to recordings and produce accurate verbatim notes of meetings of the Houses of Parliament, the Senate and its Parliamentary Committees;
- Ensure accuracy of transcribed text by reviewing spelling, grammar and punctuation prior to submission for checking and vetting by the Hansard Editing Section.

REQUIRED COMPETENCIES

- Excellent oral and written communication skills.
- Keen attention to detail
- Strong listening and typing skills
- Excellent interpersonal and team building skills
- Proficiency in Microsoft Office Suite
- Experience in the use of recording devices and equipment
- Ability to work independently and meet deadlines

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma/Associate Degree in Public Administration, Communication or other related field
- Training in the use of ICT applications
- Training in stenograph writing would be an asset
- Typing speed at a minimum 50-55 words per minute
- Three (3) years' working experience

Application accompanied by résumé should be submitted **no later than Friday, June 9, 2023**
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.