



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

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COMMITTEE CLERK (Pay Band 7) (GMG/SEG 1) not vacant

Applications are invited from suitably qualified officers for the post of **Committee Clerk (GMG/SEG 1) (not vacant)** at the **Houses of Parliament**. The salary ranges from \$3,501,526-\$4,709,163 per annum.

SCOPE OF DUTIES

Reporting to the Committee Coordinator (GMG/ SEG 4), the incumbent will organize and service the meetings of the Sessional Select, Joint Select and Special Select Committees of Parliament.

MAIN DUTIES AND RESPONSIBILITIES

- Service Parliamentary Committees by conducting research relevant to matters before the committee and by maintaining an efficient schedule of meetings and attendance of resource personnel or representatives of relevant Ministries, Departments and Agencies as needed or required
- Provide guidance to the Committee Chair and Members through the correct interpretation of the Standing Orders and other rules governing committees
- Prepare the minutes of all Committee meetings and reports of the Committees for tabling in the Parliament
- Collate, analyse, evaluate and record all pertinent information of the Committees

REQUIRED SKILLS/COMPETENCIES

- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Excellent analytical skills
- Ability to meet deadlines
- Excellent interpersonal skills

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science in Public Administration/Political Science or equivalent
- A minimum of two (2) years relevant working experience
- Proficiency in Microsoft Office Suite
- Experience in the field of research and report writing
- Knowledge of Parliamentary matters and affairs would be an asset

Application accompanied by resume should be submitted **no later than Friday, December 6, 2024 to:**

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

Please note that only short listed applicants will be contacted.