



*Houses of Parliament*

*Jamaica*

*Gordon House, 81 Duke Street, Kingston, Jamaica*

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## **DIRECTOR, CORPORATE SERVICES PAY BAND 10 (GMG/SEG 4)**

Applications are invited from suitably qualified persons for the post of **Director, Corporate Services (GMG/SEG 4) vacant** at the Houses of Parliament. The salary ranges from \$6,333,301 - \$8,517,586 per annum.

### **JOB PURPOSE**

Under the direct supervision of the Clerk to the Houses, the incumbent will provide leadership and direction to the Corporate Services Division to facilitate the development and implementation of effective and efficient strategies and policies, in accordance with the organisation's goals and objectives.

### **KEY RESPONSIBILITY AREAS**

#### **Management/Administrative Responsibilities**

- Leads in the development and implementation of the strategic, corporate and operational plans for the Houses of Parliament;
- Provides expert advice and support to the Clerk to the Houses and other senior managers of the Houses of Parliament on all matters relating to corporate services and policies;
- Oversees the implementation of work plans and programmes for the Division;
- Supervises the performance and development of employees in the Division through the preparation of performance appraisals, recommendation/implementation of training and development programmes;
- Establishes and maintains appropriate systems/programme for identifying, planning, delivering and measuring learning and development in order to foster a culture of service and teamwork within the organisation;

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

- Ensures that the organisation's annual and supplementary budgets are prepared in accordance with the relevant Acts and guidelines;
- Monitors the financial resources of the Parliament to ensure that expenditure is prioritised and in line with established criteria;
- Ensures that monthly expenditure and other reports on the financial operations are prepared and submitted to the Clerk to the Houses and other relevant organisations;
- Monitors the budget, ensuring that operational efficiency and cost effectiveness are observed and that corrective action is taken to minimise variances where necessary;
- Coordinates the development, implementation and maintenance of comprehensive Human Resource Policies and Practices to ensure optimum development of the human capital;
- In collaboration with the Clerk to the Houses, leads in the development and implementation of a succession policy and plan for the organisation and build key and critical competencies of the organisation including executive leadership;
- Coordinates and monitors the Performance Management System Framework;
- Oversees the implementation of organisational changes and modernization measures necessary to strengthen the organisation's abilities to fulfil its objectives;

- Oversees the development and administration of a policy/programme that caters to the occupational health, safety and well-being of staff members;
- Promotes the use of information technology as an agent to transform and modernize the operations and strategies of the organisation;
- Facilitates the development and implementation of an appropriate communication and knowledge management systems to facilitate the dissemination of accurate and timely information within the organisation and to the wider public.

## **REQUIRED COMPETENCIES**

- Excellent strategic leadership and management skills
- Excellent analytical and strategic thinking
- Ability to work on own initiative
- 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 within strict deadlines
- Proficiency in the use of Microsoft Office Suite
- Knowledge of Procurement procedures
- Knowledge of Financial Management and Budgeting
- Sound knowledge of Strategic and Corporate Planning

## **QUALIFICATION AND EXPERIENCE**

- A Master's Degree in Management, Public Administration or similar discipline
- At least five (5) years working experience in a senior management position
- Training in Strategic and Corporate Planning

Application accompanied by resume should be submitted **no later than Friday, September 26, 2025** to:

Clerk to the Houses to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston  
**Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)**