



*Houses of Parliament*

*Jamaica*

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

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## **EXECUTIVE ASSISTANT TO THE CLERK PAY BAND 7 (GMG/SEG 1) (vacant)**

Applications are invited from suitably qualified persons for the post of **Executive Assistant Pay Band 7 (GMG/SEG 1) vacant** at the Houses of Parliament. The salary range is \$3,501,526-\$4,709,163 per annum.

### **JOB PURPOSE**

Under the direct direction of the Clerk to the Houses, the Executive Assistant is responsible for strategically co-ordinating and monitoring the operations of the Office of the Clerk to the Houses in ensuring that the related responsibilities of the Clerk are executed efficiently and effectively.

### **KEY RESPONSIBILITY AREAS**

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

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (especially Office of the Parliamentary Council, Attorney General's Chambers and Cabinet Office) to elicit advice/feedback on matters affecting the Houses of Parliament.
- Provides analysis and advice to the Clerk to the Houses on matters relating to local, regional and international affairs.
- Prepares and submits reports, briefs and meeting agendas as required.
- Responds to queries by analyzing reports and preparing responses accordingly.
- Liaises with other senior managers at the Houses of Parliament on projects and assignments, to ensure timely responses.
- Collaborates with the Parliamentary Liaison Officer to facilitate follow-ups to MDAs, regional and international institutions/bodies, to ensure the timely and informed implementation of decision.
- Participates in the preparation for visits by regional and international Head of State/Organisations such as Commonwealth Parliamentary Association, ParlAmericas and Caribbean Network of Public Accounts Committee as required at the level of the Houses of Parliament.

- Represents the Houses of Parliament at local, regional and international for meetings, conferences, symposiums and conventions as required.
- Manages short-term projects and programmes being carried out by the Clerk to the Houses of Parliament.
- Reviews procurement requisitions and supporting documents for the signature of the Clerk to the Houses.
- Participates in the preparation of speaking notes as requested by the Clerk to the Houses.
- Performs other related duties that may be assigned from time to time

### **Management/Administrative:**

- Co-ordinates the formulation of the Strategic and Operational Plans for the Houses of Parliament in collaboration with the Corporate Services Director.
- Leads in the formulation of Operational and Work Plans for the office of the Clerk to the Houses.
- Ensures that all performance reports are prepared and reviewed for the attention of the Clerk to the Houses.
- In collaboration with the Parliamentary Liaison Officer, guides the processing of matters related to local, regional and international affairs which are presented for the attention of the Clerk to the Houses and ensures accurate and timely action.
- Assists in the preparation of the Annual Budget for the Clerk's office.
- Ensures the smooth operations of the Clerk's office.
- Establishes and maintains quality customer service principles, standards and measurements for the Clerk's office.
- Assists with the co-ordination of senior, other management team and general staff meetings;
- Arranges meetings/events for visiting contingents of overseas Parliaments, including budget and cash flow requests.
- Attends meetings of the House of Representatives and Senate to note matters for follow-up action by the Clerk to the Houses.
- Records minutes of meetings held between the Clerk to the Houses and Presiding Officers and/or the House Leaders.
- Work closely with the Executive Secretary to ensure duties assigned are being carried out in support of the Office of the Clerk to the Houses.

### **Human Resource Management Responsibilities**

- Provides leadership to staff through effective delegation and communication.
- Ensures that all members of staff are aware of and adhere to the policies, procedures and regulations of the Houses of Parliament.
- Establishes and maintains systems to foster a culture of service and teamwork within the Office of the Clerk to the Houses.

### **REQUIRED KNOWLEDGE, SKILLS AND COMMUNICATION**

#### **Core**

- Excellent planning and organizing skills
- Excellent oral and written communication skills

- Excellent leadership skills
- Strong customer-oriented skills
- Excellent negotiating, problem-solving and decision making skills
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- High level of confidentiality, diplomacy and initiative

### **Technical**

- Thorough understanding of government processes for policy development and implementation.
- Ability to think and act strategically across a wide range of functions.
- Ability to multitask, work under pressure and meet tight deadlines.
- In-depth, up-to-date knowledge of government's priorities
- Ability to work in a team
- Excellent interpersonal skills
- Change Management skills
- Ability to exercise sound judgement
- Ability to pass on and receive information pertaining to the Office of the Clerk to the Houses
- Good knowledge of Government Systems and related operational practices
- Knowledge of international best practices
- Proficiency in Microsoft Office Suite

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Sector Management, Public Administration, Management Studies or area.
- Three (3) years' experience in managerial position in the Public or Private sector

### **Special Conditions related to the Job**

- Typical office environment; no adverse working conditions
- Travel local and overseas in the execution of official duties, if required
- May be required to work beyond normal working hours

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)**