



Houses of Parliament

Jamaica

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ASSISTANT CLERK TO THE HOUSES PAY BAND 8 (GMG/SEG 2) (vacant)

Applications are invited from suitably qualified persons for the post of Assistant Clerk to the Houses Pay Band 8 (**GMG/SEG 2**) (**vacant**) at the Houses of Parliament. The salary range is from \$4,266,270- \$5,737,658 per annum.

SCOPE OF DUTIES

Under the direct supervision of the Deputy Clerk to the Houses, the Assistant Clerk to the Houses provides procedural advice and administrative services to the sittings of the House of Representatives and Senate.

MAIN DUTIES AND RESPONSIBILITIES

Technical/Professional Responsibilities

- Attends all sittings of the House of Representatives and the Senate;
- Assists the Clerk and Deputy Clerk with providing procedural advice and guidance to Members/Senators in accordance with the provisions of the respective Standing Orders, Erskine Mays Parliamentary Practice, customs and conventions;
- Prepares the Minutes for the House of Representatives and the Senate;
- Prepares and directs certified Extracts and signed copies of all Minutes and Reports of the Standing Finance Committee to all relevant persons e.g. Auditor General, Financial Secretary.

Management/ Administrative Responsibilities

- Prepares extracts of the Minutes of the House of Representatives and the Senate regarding all approved motions and dispatch copies to the responsible ministries, the Cabinet Secretary and other relevant entities;
- Participates in the planning and administration of special events including workshops for Parliamentarians, seminars and conferences;
- Coordinates the Youth Parliament activities.

REQUIRED SKILLS/COMPETENCIES

- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Ability to work on own initiative
- Must be able to work under pressure and within strict deadlines
- Excellent interpersonal, decision making and problem solving skills
- Proficiency in Microsoft Office Suite

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Public Administration/Government/Social Sciences or related discipline
- Minimum of five (5) years working experience
- Knowledge of Parliamentary practice and procedure would be an asset