



**CIRCULAR No. 100**  
**OSC Ref. C.6544<sup>3</sup>**

22<sup>nd</sup> March, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Houses of Parliament**:

1. **Assistant Clerk (GMG/SEG 2)**, salary range (as @ April 1, 2019) \$1,927,065 - \$2,290,674 per annum and any allowance(s) attached to the post.
2. **Senior Research Officer (SOG/ST 6)**, salary range (as @ April 1, 2019) \$1,516,597 - \$1,802,757 per annum and any allowance(s) attached to the post.
3. **Research Officer (SOG/ST 5)**, salary range (as @ April 1, 2019) \$1,211,249 - \$1,439,794 per annum and any allowance(s) attached to the post.
4. **Senior Secretary (OPS/SS 3)**, salary range (as @ April 1, 2019) \$922,914 - \$1,097,055 per annum and any allowance(s) attached to the post.
5. **Cook (LMO/TS 3)**, salary range (as @ April 1, 2019) \$10,258 - \$11,607 per week.

1. **Assistant Clerk (GMG/SEG 2)**

**Job Purpose**

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

**Key Responsibilities**

***Technical/Professional:***

- 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 May's 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:***

- 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;
- Co-ordinates the Youth Parliament activities.

**Required knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent planning and organizing 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
- Knowledge of Parliamentary practice and procedure would be an asset

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

- Bachelor's Degree in Public Administration/Government/Social Sciences or related discipline;
- Five (5) years' working experience.

## **2. Senior Research Officer (SOG/ST 6)**

### **Job Purpose**

Under the general supervision of the Committee Coordinator, the incumbent will lead in the conduct of research to obtain information necessary to inform the deliberations of the House of Representatives, the Senate and Parliamentary Committees.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Analyzes and summarizes the contents of Annual Reports of Ministries, Departments and Agencies highlighting pertinent issues for follow-up research and as indicated by the Chair of the Committee;
- Identifies research needs within Parliamentary Committees and conducts the necessary research to gain insight and find suitable solutions;
- Collects background documentation and technical/expert reports relevant to items on the Agenda of Parliament and prepares briefs on these topics for the information of Parliamentary Committee Members;
- Undertakes special research activities to garner information necessary to support the activities of the Parliamentary Committees at the request of the Chairperson;
- Investigates and writes reports on the activities of the Parliamentary Committee as assigned;
- Prepares and presents results of studies and research conducted and provides briefing notes for Parliamentary Committees.

#### ***Management/Administrative:***

- Attends meetings of the House of Representatives, Senate and Parliamentary Committees to gain insight into research needs and to provide the required support services;
- Assists with the development and implementation of Work Plans and programmes for the Research Branch;
- Assists with the establishment and maintenance of systems/programmes which fosters a culture of service and teamwork within the Branch;
- Collaborates with staff in ensuring the completion of assignments and deadlines are met in a timely manner;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Plans, implements and maintains data collection and analysis systems in support of research protocol.

### **Required knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent research and analytical skills
- Excellent interpersonal, decision making and problem solving skills
- Excellent planning and organizing skills
- Must be able to work under pressure and within strict deadlines
- Ability to work on own initiative
- Proficiency in Microsoft Office Suite
- Sound knowledge of SPSS or any other analytical software

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

- First Degree in Management, Government/Public Administration/Economics;
- Five (5) years' related working experience in either the Public or Private Sector;
- Training in Research Methodology;
- Certification/Training in Supervisory Management would be an asset.

### **3. Research Officer (SOG/ST 5)**

#### **Job Purpose**

Under the general supervision of the Senior Research Officer, the incumbent will assist with conducting research, analyzing data and writing reports for Parliamentarians and other stakeholders and to inform on the deliberations of the House of Representatives, the Senate and Parliamentary Committees.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Assists in identifying the research needs within Parliamentary Committees and conducts the necessary research to gain insight and find suitable solutions;
- Conducts comprehensive in-depth research on issues which are the subject of Bills to be tabled in Parliament as directed by the Senior Research Officer;
- Undertakes special research activities as guided by the supervisor to garner information necessary to support the activities of Parliamentary Committees;
- Prepares and presents results of studies and research conducted and provides briefing notes for consideration on different issues/matters;
- Supports and maintains data collection and analyzes systems in support of research protocol.

#### **Required knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent research and analytical skills
- Excellent interpersonal and problem solving skills
- Must be able to work under pressure and within strict deadlines
- Proficiency in Microsoft Office Suite
- Knowledge of SPSS or any other analytical software

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

- First Degree in Management, Government/Public Administration/Economics;
- Three (3) years' related working experience in either the Public or Private Sector;
- Training in Research Methodology.

### **4. Senior Secretary (OPS/SS 3)**

#### **Job Purpose**

Under the general supervision of the Director, Corporate Services, the incumbent will be responsible for providing secretarial and administrative support to the Corporate Services Division.

#### **Key Responsibilities**

- Types correspondence, reports and other documents for the Director, Corporate Services;
- Sends and receives electronic mails, calls and makes appointments;
- Takes Minutes at meetings;
- Organizes and maintains proper filing system;
- Arranges for the dispatch of outgoing mails and maintains appropriate records;
- Assists the Director, Corporate Services, with the planning, co-ordination and organization of workshops and meetings;
- Keeps up-to-date Diary of appointments, meetings and any other matters;
- Receives and screens telephone calls and directs them accordingly;
- Makes travel arrangements for Parliamentarians and staff on behalf of the Director, Corporate Services;
- Ensures that all files are maintained in a secure environment;
- Prepares Agendas and relevant documents for meetings.

### **Required knowledge, Skills and Competencies**

- Good time management and organizing skills
- Excellent oral and written communication skills
- Must be able to work under pressure
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficiency in the use of Microsoft Office Suite

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

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;

**OR**

- Graduation from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spreadsheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **5. Cook (LMO/TS 3)**

### **Job Purpose**

Under the general supervision of the Kitchen Supervisor/Chef, the incumbent will be responsible for the preparation and delivery of meals to the Parliamentarians, staff members and the general public.

### **Key Responsibilities**

- Assists the Chef with the preparation of meals/menu plan;
- Assists with the catering of functions/special events;
- Prepares and cooks meals according to menus special dietary or nutritional restrictions and in accordance with health and safety regulation;
- Bakes breads, rolls, cakes and pastries;
- Apportions food for serving to customers of the canteen as needed;
- Keeps records of quantities of food used;
- Assists in the creation of decorative food displays when catering at functions;
- Follows proper food handling and hygiene protocol;
- Checks the quality of raw and cooked food products to endure that they are safe for consumption;
- Maintains kitchen equipment in accordance with safety standards;
- Reports to the Kitchen Supervisor/Chef all faulty or damaged equipment or any potential hazard;
- Assists with cleaning kitchen, surrounding areas and equipment to ensure the kitchen is maintained to a high level;
- Inspects supplies, equipment and work areas to ensure compliance with health standards;
- Utilizes sanitation practices aligned to standards and regulations.

**Required knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Must be able to work under pressure and meet deadlines

**Minimum Required Qualification and Experience**

- Certificate in Commercial Food Preparation Level 2 from a recognized tertiary institution;
- Three (3) years' experience in a food preparation position.

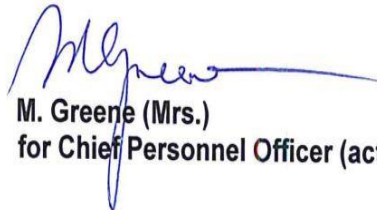
Applications accompanied by résumés should be submitted **no later than Thursday, 4<sup>th</sup> April, 2019 to:**

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

**Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)**

**Please note that only short listed applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**