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(CENTRAL GOVERNMENT)
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CIRCULAR No. 158
OSC Ref. C.5849¹¹

15th May, 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 posts of **Deputy Chief Parliamentary Counsel (JLG/LO 6) – (2 posts – Vacant)** in the **Office of the Parliamentary Counsel (OPC)**, salary range \$4,514,447 - \$5,366,259 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for managing a team of legislative drafters that provides drafting services to an assigned portfolio of Ministry clients.

Key Responsibilities

Provides high quality legislative drafting services that meet Client Ministry expectations by:

- Serving as the Focal Point for understanding the needs and managing the relationship for an assigned portfolio of Ministry Clients;
- Attending quarterly meetings with each Ministry Client in the assigned portfolio and capture up-coming medium term needs for the Office of the Parliamentary Counsel (OPC) Drafting services;
- Maintaining a rolling forecast of client drafting requirements and priorities;
- Facilitating client Ministry Instructing Officers in clarifying the drafting instructions for Bills being drafted by his/her team;
- Attending and hosting Inter-Agency Meetings relating to proposed legislation;
- Conducting any necessary legal or legislative research into matters concerning proposals for legislation;
- Commenting on draft Cabinet Submissions, etc. containing proposals for legislation;
- Providing advice to the Ministries, Departments and other Government Agencies in relation to proposals for legislation currently being drafted;
- Assisting in undertaking of direct drafting of very complex or highly sensitive legislation, especially when urgently required;
- Giving advice to client Ministries, Departments and other Government Agencies on legal and legislative issues relating to drafting and interpretation of laws;
- Assisting with the assessment, review and where necessary, revision of all Bills before approval of their presentation to Legislation Committee and Cabinet;
- Assisting with the peer review and quality assurance of drafts and advisory opinions before dispatching to client Ministries;
- Attending sittings of the Houses of Parliament and Committees thereof, during the examination of draft Bills;
- Ensuring that client Ministry instructing officers are requested to complete a Client Feedback Form and that the feedback is discussed with the relevant drafter.

Supports continuous improvement of the OPC's internal service delivery processes by:

- Being a key member of the OPC Planning Committee and being a critical contributor to the OPC's workflow and planning meetings;
- Being accountable for ensuring that service level standards and delivery date commitments are achieved by effectively managing those aspects of the production process that are controllable by the OPC;
- Agreeing on performance standards and specific tasks for each team member at the beginning of each operating year.

Ensures that there is a full complement of highly capable, well trained and highly motivated staff, supported by a results based and ethical culture that supports continuous learning and development by:

- Effectively participating in the OPC's Operational Planning process by bringing to bear the requirements and priorities of clients in his/her portfolio;

- Ensuring effective alignment between the priorities and focus of team members and the Strategic Priorities of the OPC;
- Effectively managing the team of drafters and administrative staff who has been assigned;
- Ensuring that there is a tight “fit” between the staff of his/her team and the values and culture of the OPC;
- Ensuring that at the beginning of the operating year, all team members assigned have agreed on tasks and targets (Work Plans) and supporting Individual Development plans in place;
- Conducting Annual and Quarterly Performance Assessments for all team members seeking multi-rater input from Senior Parliamentary Counsel and Parliamentary Counsel on the team who had been asked to act as supervisors or mentors to junior team members;
- Instituting continuous processes to detect whether there are team members who have competency and or skills gaps and/or issues of “fit” with “the OPC Way”;
- Collaborating with the other members of the OPC Leadership Team to ensure that there is a Development Plan in place for each team member being managed;
- Working with the Chief Parliamentary Counsel (CPC) and the OPC Administrator to ensure the availability of the training and development “interventions” needed to fill identified training and development gaps;
- Acting as Chief Parliamentary Counsel or the Officer-in-Charge (OIC), as may from time to time be required.

Required Knowledge, Skills and Competencies

- Expert Legislative Drafting skills
- Knowledge of the functions of Parliament with respect to the passage of Legislation
- Knowledge of the Official Secrets Act, Staff Orders and Public Service Regulations, the Financial Administration and Audit Act and the Public Bodies Management and Accountability Act
- Knowledge of Essential Principles of Constitutional and Administrative Law
- Ability to lead
- Strategic and Corporate Performance Management including links to employee performance
- Full computer literacy and skill in the use of typical Microsoft Office products
- Excellent critical and strategic thinking skills
- Results oriented
- Possess high emotional intelligence
- Keen attention to detail
- Client focus
- Flexibility and adaptability
- Self confidence and courage of conviction
- Excellent planning and organizing skills
- Decisiveness
- Ability to manage change

Minimum Required Qualification and Experience

- Postgraduate Degree in Legislative Drafting – Master of Laws Degree (LLM) preferred;
- Postgraduate Diploma/Certificate in Legal Education;
- Ten (10) years’ experience in the legal field with experience particularly in Legislative Drafting;
- Five (5) years in a people management position;
- Experience in dealing with delicate and confidential issues.

Special Conditions Associated with the Job

- Critical deadlines for completion of projects;
- May be required to work beyond the normal working hours, on weekends and public holidays.

Applications accompanied by résumés, including the names two (2) references with their respective telephone numbers and email addresses, should be submitted **no later than Friday, 31st May, 2019 to:**

**Permanent Secretary
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Email: careers@moj.gov.jm

Additional details may be viewed on the Ministry's Website: www.moj.gov.jm or at the Human Resource Management and Development Branch in the Ministry.

Please note that only shortlisted applicants will be contacted and subjected to security vetting.

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.

A handwritten signature in blue ink, appearing to read 'J Mendez', with a stylized flourish at the end.

Jacqueline Mendez (Mrs.), J.P.
Chief Personnel Officer