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CIRCULAR No. 80
OSC Ref. C.6544³

4th April, 2018

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 vacant post of **Proof Reader (MCG/IE 3)** in the **Houses of Parliament**, salary range \$1,084,284 – \$1,288,872 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Hansard Editor, the incumbent reviews and edits the Parliamentary verbatim notes of the House of Representatives, the Senate and the Parliamentary Committees.

Key Responsibilities

- Checks and proofreads copies of verbatim notes of the House of Representatives, the Senate and Parliamentary Committees;
- Reviews printer's proof and makes necessary correctional signs to eliminate typographical and grammatical errors;
- Assists the Systems Administrator in operating audio recording device;
- Assists the Hansard Editor in the final editing of the verbatim notes;
- Conducts necessary research on Hansard information for internal/external clients.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Ability to meet deadlines and work on own initiative
- Excellent listening and analytical skills
- Excellent team building and interpersonal skills
- Proficiency in Microsoft Office Suite
- Knowledge of Jamaican Parliamentary procedures would be an asset

Minimum Required Qualification and Experience

- Bachelor of Arts Degree or equivalent, specializing in English;
- A minimum of two (2) years relevant working experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th April, 2018 to:**

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

Email: 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. Martinez (Mrs.)
for Chief Personnel Officer (acting)