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1st February, 2024

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/be assigned to the following posts in the **Houses of Parliament**:

1. **Director, Strategic Planning, Performance Monitoring and Risk Management (GMG/SEG 3) (Vacant)**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Committee Clerk (GMG/SEG 1) (Vacant) - 2 posts**, salary range \$3,094,839 – \$4,162,214 per annum.
3. **Proof Reader (MCG/IE 3) (Not Vacant)**, salary range \$3,094,839 – \$4,162,214 per annum.
4. **Public Utility Clerk (PIDG/RIM 3) (Vacant)**, salary range \$1,984,305 – \$2,668,670 per annum.
5. **Senior Secretary (OPS/SS 3) (Vacant)**, salary range \$1,550,136 – \$2,084,761 per annum.
6. **Server (LMO/TS 2) (Vacant) - 2 posts**, salary range \$16,481 – \$22,166 per week.

1. Director, Strategic Planning, Performance Monitoring and Risk Management (GMG/SEG 3)

Job Purpose

Under the general supervision of the Director, Corporate Services, the Director Strategic Planning, Performance Monitoring and Risk Management (DSPRM), is responsible for directing and co-ordinating Strategic Planning and Risk Management activities of the Houses of Parliament (HOP). The incumbent is also responsible for establishing the HOP's Risk Management Framework and providing advice and leadership in identifying, evaluating, analysing and assessing the risks which are inherent to the operations of the Parliament and its satellite entities. The incumbent will also spearhead the Risk Management process in designing, co-ordinating and implementing strategies to alleviate possible threats to ensure the achievement of the Parliament's Strategic Business Plan.

Key Responsibilities

Technical/Professional:

- Accountable for developing the Organization's, three to five-year (rolling) Strategic Plan, based on input from all Divisions/Branches/Sections;
- Assists the respective Division/Branch/Section Heads in the development of their Annual Action Plans and Individual Work Plans ensuring that initiatives are aligned to organizational priorities;
- Assists responsible staff members to establish realistic (though often challenging) deadlines and milestones;
- Monitors the progress of processes and programmes;
- Co-ordinates annual or semi-annual retreats with management to communicate progress on the implementation, monitoring and evaluation phases of the strategic planning phases;
- Establishes the House of Parliament's Risk Management Framework;
- Provides advice and leadership in identifying, evaluating, analysing and assessing the risks which are inherent to the operations of the Houses and its satellite entities.

Management/Administrative:

- Manages the development of the Branch's Strategic/Operational Plans, Budget and Individual Work Plans.

Human Resources:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;

- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the Staff Annual Performance Appraisals and other periodic reviews;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Extensive knowledge of Government's strategic planning process
- Extensive knowledge of risk identification and management
- Good knowledge of Microsoft Word, Excel, Power Point
- Highly collaborative and supportive expertise
- Excellent analytical skills
- Ability to resolve critical business issues
- Ability to strategically address sensitive issues
- Excellent communication skills, both in verbal and written form
- Ability to draft clear and convincing reports

Minimum Required Qualification and Experience

- Master's Degree in Business Administration or any other related business field;
- Experience in Strategic Management and Corporate Services;
- Training in Strategic Planning and Risk Management;
- Five (5) years' experience in a strategic management position in either the Public or Private Sector;
- Experience in leading a Management Team through various strategic planning projects.

2. Committee Clerk (GMG/SEG 2) - 2 posts

Job Purpose

Under the general supervision of the Committee Administration and Research Co-ordinator, the Committee Clerk organizes, prepares, and provides services for Committee Meetings. This entails recording, collating, and analyzing all pertinent information, as well as drafting Minutes, preparing and tabling reports and performing other duties as directed.

Key Responsibilities

- Examines the Bills for Committees dealing with Acts to be passed or reviewed by the Parliament in order to become with the subject matters and the provisions of the Bill;
- Conducts research on specific matters under review, including international trends and practices. that may be relevant and applicable to the local environment as well as the Committee's Mandate;
- Analyzes and interprets data and information collected and formulate the recommendations made by the Committee for the approval of the members;
- Identifies the relevant resource personnel and witnesses, where necessary and ensures their participation in the Committee's deliberation;
- Provides procedural advice to Committee Members on matters contained in the Standing Orders;
- Develops and maintains Register of Committees;
- Ensures the security of confidential correspondence;
- Interacts with interest groups and individuals and answer general enquiries regarding the operation of assigned Committees as well as general information about the Unit;
- Ensures that the appropriate systems are in place for interest group(s) presentation at Committee Meetings;
- Drafts Meeting Agenda in consultation with Committee Chairman;
- Summons interested individuals to meetings;
- Prepares matrices to summarize submissions made to Committees;
- Organizes and circulates relevant information and documents;
- Prepares Minutes of Meetings and distribute in accordance with established guidelines and timelines via email and hardcopy to relevant persons;

- Prepares letters and memoranda from draft notes, reports and submissions;
- Takes follow-up action on matters relevant to the Committee's deliberations;
- Prepares reports for issuing to Committee Members and Technical Officers for their perusal and comments;
- Ensures that the report is tabled in the appropriate House;
- Follows up on the posting of the report on to the Parliament's Website;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Ability to work on own initiative
- Excellent writing skills
- Good oral and written communication skills
- Ability to maintain confidentiality
- Excellent time management skills
- Sound judgment
- Ability to work under pressure and meet deadlines
- Proficiency in the use of Microsoft Office e.g. Microsoft Word, PowerPoint
- Knowledge of the Constitution of Jamaica and Parliamentary matters would be an asset
- Excellent knowledge of the role and functions of Parliament
- Excellent knowledge of the operations of the Committee System
- Good knowledge of Parliamentary practice and procedures
- Good knowledge of the Standing Orders of the House and Senate
- Good knowledge of the Structure of Government

Minimum Required Qualification and Experience

- Bachelor of Science in Public Administration, Social Administration, Economics, Sociology, Political Science or equivalent;
- Three (3) years in related area;
- Experience in the field of research and the drafting of reports and preparation of matrices.

3. Proof Reader (MCG/IE 3)

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 make 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
- Good knowledge of Jamaican Parliamentary procedures would be an asset

Minimum Required Qualification and Experience

- Bachelor of Arts Degree or equivalent specializing in English;
- Two (2) years relevant working experience.

4. Public Utility (PIDG/RIM 3)

Job Purpose

Under the direct supervision of the Facilities and Office Manager, the Public Utility Officer (PIDG/RIM 3) is responsible for implementing and monitoring effective programmes for utility management within the Houses of Parliament.

Key Responsibilities

Management/Administrative:

- Participates in the Strategic and Operational Plans for the Branch;
- Dispatches copies of telephone bills to staff for identification of private/official calls and submits same for payment;
- Prepares monthly utility payment schedules for submission to the Finance and Accounts Branch;
- Liaises with Utility Companies to ensure bills are received on time;
- Establishes and updates Utility Registers for all locations within the Houses of Parliament;
- Implements and monitors utility programme for the Houses of Parliament;
- Implements and co-ordinates an effective energy conservation programme within the Houses of Parliament;
- Represents the Branch at meetings, seminars and workshops.

Technical/Professional:

- Ensures the Houses of Parliament is provided with efficient and effective tele-communication and other utility services;
- Monitors the implementation of conservation measures;
- Detects all leaks, wastage or unauthorised use of water and promptly addresses the matter;
- Ensures that outstanding utility bills are paid to prevent disconnection of services;
- Prepares reports on utilities for the Facilities and Office Manager;
- Assists with the reconciliation of utility bills with statements from respective companies and follow up with the Finance and Accounts Branch for payments;
- Manages the Houses of Parliament's CUG services to ensure efficiency;
- Distributes the monthly CUG Bills and ensures that they are paid within a timely manner;
- Verifies meter numbers with bills to ascertain correctness;
- Assists with the installations of phone lines and instruments as needed;
- Requests technical assistance for faulty telephone lines; and electrical and water systems in a timely manner;
- Requests technical assistance for faulty telephone instruments in a timely manner.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good customer relations skills
- Excellent oral and written communication skills
- Good interpersonal skills
- Good analytical, problem-solving and trouble shooting skills
- Ability to work well under pressure and as part of a team
- Sound judgment, tact and initiative

Technical:

- Good knowledge of related Government policies and procedure.
- Excellent knowledge of relevant computer applications.

Minimum Required Qualification and Experience

- Diploma in Management Studies, Business/Public Administration, or equivalent qualifications;
- Three (3) years' related work experience in a similar capacity.

OR

- Five (5) CXC subjects including Mathematics or a numeric subject and English Language;
- Five (5) years' related work experience in a similar capacity.

Special Conditions Associated with the Job:

- Extensive traveling between locations;

- May be required to work outside of regular working hours.

5. Senior Secretary (OPS/SS 3)

Job Purpose

The incumbents will be responsible for providing secretarial and administrative support to the Director, Corporate Services.

Key Responsibilities

- Types correspondence, reports and other documents, as required;
- Composes letters and memoranda as required and submit for review;
- Establishes, updates, maintains and controls computerized and manual confidential files
- Takes Minutes at meetings;
- Organizes and maintains proper Filing System;
- Maintains Appointment Diary and reminds of appointments, in advance;
- Prepares Agendas for meetings and recognize relevant information and documents;
- Interacts with clients and answers general enquiries regarding the Branches;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good time management and organizational skills
- Excellent oral and written communication skills
- Must be able to work under pressure
- Excellent planning and organizing skills
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficient in the use of computer applications

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 to five (4-5) years' general office experience;
- OR**
- Graduated 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 spread sheets; 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 to five (4-5) 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 to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

6. Server (LMO/TS 2) - 2 posts

Job Purpose

Under the general direction of the Food and Beverage Services Manager, the Server is responsible for taking customers' orders, serving meals and the general upkeep of the Food and Beverage Services Branch.

Key Responsibilities

Technical/Professional:

- Prepares tables by setting up linens, silverware and glasses and maintains a tidy dining area;
- Takes and communicates food and beverage orders;
- Serves food and beverage to customers;

- Provides excellent wait service to ensure customers' satisfaction;
- Assists with the preparation of food items and brewing hot beverages;
- Clears tables and return dishes to the kitchen after meals are finished;
- Assists with the preparation for catering of functions/special events;
- Follows proper food handling and hygiene protocols.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Ability to deliver quality customer service
- Ability to work on own initiative
- Awareness of food standards and regulations

Minimum Required Qualification and Experience

- Certificate in Hospitality Services Level 1 from a recognized Tertiary Institution;
- One (1) year working experience as a Food and Beverage Server;
- Must hold a valid Food Handler's Permit.

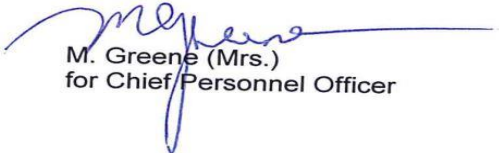
Applications accompanied by résumés should be submitted **no later than Thursday, 15th February, 2024 to:**

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

Email: clerk@japarliament.gov.jm

Please note that only shortlisted 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