



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 191 **OSC Ref. C.6544⁵**

12th October, 2026

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 posts in the **Houses of Parliament**:

1. **Steno Writer (OPS/SW 2) (vacant)**, salary: \$2,943,960 per annum.
2. **Administrative Assistant (GMG/AM 3)**, salary: \$2,299,817 per annum.
3. **Orderly (LMO/TS 2) vacant**, salary: \$19,580- \$26,332 per week.

1. Steno Writer (OPS/SW 2)

Job Purpose

Reporting to the Chief Stenotype Writer, the incumbent will record and reproduce Verbatim Notes of the meetings of the House of Representatives, the Senate and various Parliamentary Committees.

Key Responsibilities

Technical/Professional:

- Records and produces accurate Verbatim Notes of the meetings of Parliament and various Parliamentary Committees;
- Transcribes Verbatim Notes for checking and vetting by the Editing Unit;
- Provides stenotype writing services for special Committee meetings, retreats and conferences.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent stenotype writing skills
- Excellent interpersonal and team building skills

Technical:

- Experience in the use of computer applications such as Microsoft Office Suite
- Ability to meet deadlines

Minimum Required Qualification and Experience

- Trained in Stenotype Writing (minimum 180 words per minute)
- A minimum of three (3) years relevant working experience
- Knowledge of the use of Eclipse Software would be an asset

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the general direction of the Senior Director, Information Communication Technology, the Administrative Assistant is responsible for providing comprehensive administrative and office-management support to the Information Communication Technology Division.

Key Responsibilities

Technical/Professional:

- Manages the calendar and appointment schedule of the Senior Director, including the prioritization and coordination of meetings, appointments, briefings, deadlines and other commitments in keeping with instructions received;
- Coordinates internal and external meetings of the Division, including arrangements for meeting rooms or virtual platforms, circulation of agendas and supporting documents, recording of decisions, preparation of minutes and maintenance of action logs;
- Drafts, prepares, edits and formats routine and confidential correspondence, memoranda, reports, submissions, presentations, meeting notes, schedules and other documents for review or signature by the Senior Director;
- Receives, screens and routes telephone calls, electronic correspondence, visitors and requests directed to the Division, responding to routine matters within established authority and referring technical or sensitive matters to the appropriate officer;
- Establishes and maintains efficient electronic and hard-copy filing, records-management and document-control systems for the Division;
- Maintains administrative registers and trackers for divisional activities, including ICT projects, procurement actions, service agreements, vendor engagements, licences, subscriptions, warranties, training activities and other time-bound requirements, and alerts the relevant officer to upcoming deadlines or required action;
- Provides administrative support to divisional staff on approved projects and assignments, as directed by the Senior Director, and follows up on agreed actions to support timely completion.

Management/Administrative

- Develops the Individual Work Plan in alignment with the objectives and operational priorities of the Information Communication Technology Division;
- Supports the Senior Director in the preparation and monitoring of the Division's Operational Plan, budget submissions, Procurement Plan, work programmes and periodic reports by compiling and organizing the required administrative information;
- Assists with the preparation of management reports, briefing material and information requested by the Clerk to the Houses, executive management and other authorized stakeholders;
- Maintains appropriate standards of customer service and professional conduct in all interactions on behalf of the Division;
- Represents the Division at administrative meetings, workshops or other activities, when assigned and provides feedback or records of proceedings, as required.

Human Resources

- Maintains and coordinates routine administrative records relating to staff attendance, leave, training, performance-management timelines and other personnel matters for submission to the Senior Director and the Human Resource Management & Development Branch, as required;
- Coordinates administrative arrangements for the onboarding, orientation and separation of staff assigned to the Division;
- Assists the Senior Director with scheduling performance-management discussions, staff meetings, training activities and other human resource-related engagements;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good customer and quality focus
- Teamwork and cooperation
- Integrity and professionalism
- Good interpersonal skills
- Good planning and organizing skills
- Attention to detail

- Initiative and results orientation
- Sound judgement and discretion
- Confidentiality and dependability
- Adaptability and responsiveness

Technical

- Proficiency in Microsoft Office Applications, including Word, Excel, PowerPoint, Outlook and other electronic collaboration.
- Sound knowledge of office administration, records management, document control and administrative procedures and practices.
- Strong minute-taking, note-taking, summarization, proofreading and document-formatting skills.
- Ability to compose clear correspondence, reports, memoranda, meeting records and routine administrative submissions.
- Working knowledge of Public-Sector administrative, procurement and financial procedures relevant to the processing and tracking of divisional matters.
- Ability to conduct basic research, compile information and prepare summaries, schedules, tables and presentations.
- Working knowledge of customer service principles and practices.
- General familiarity with ICT terminology, products and service arrangements sufficient to accurately organize, route and track ICT-related administrative documentation; technical ICT expertise is not required.

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Office Administration, Administrative Management, Management Studies, Public/Business Administration, or a related social science discipline
- Two (2) years' experience in an office management or administrative support environment.

3. Orderly (LMO/TS 2)

Job Purpose

Under the general supervision of the Marshal to the Houses, the incumbent will provide general services to the Chamber during the sittings of the House of Representatives, Senate and Parliamentary Committees.

Key Responsibilities

- Attends to the Members of Parliament, Senators, Parliamentary Committee Members and Technocrats during meetings;
- Lays relevant papers and other documents to be tabled prior to the sittings of the House of Representatives, the Senate and Parliamentary Committees;
- Photocopies various documents, when requested;
- Ensures that Ministry Papers, Orders and Question Papers are duly filed;
- Assists the Driver with delivery of letters and other documents to various organisations;
- Maintains and updates the Mail Books.

Required Knowledge, Skills and Competencies

Core

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

Minimum Required Qualification and Experience

- Completion of Secondary Level Education
- At least one (1) year working experience

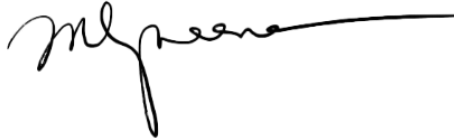
Applications, accompanied by Résumés, should be submitted no later than Monday, 26th October, 2026, to:

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

Email: hrrecruitment@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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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