



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
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CIRCULAR No. 180
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12th August, 2015

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Chief Parliamentary Counsel** in the **Office of the Parliamentary Counsel**.

Job Purpose

Under the general direction of the Permanent Secretary, the incumbent is responsible for the overall administration of the Department, including managing the assignment of tasks given to Legal staff, Office Manager and other Administrative staff; the approval of draft legislation prior to their presentation in Parliament, Legislation Committee and Cabinet (including the Honourable Attorney General); Undertake direct drafting of very complex/highly sensitive legislation. The incumbent also represents the Government of Jamaica at regional and international conferences and meetings (called by Ministers in relation to legislation within their respective portfolios).

Key Responsibilities

- Oversees the overall administration of the Department;
- Supervises the work of the Administration of the Department;
- Assigns and supervises legal work given to member of professional staff;
- Coaches and mentors new members of professional staff;
- Approves drafts and advisory opinions before dispatch to client Ministries;
- Assess, reviews and, where necessary revises Bills before authorizing their presentation to Legislation Committee and Cabinet;
- Directs drafting of very complex or highly sensitive legislation, especially when urgently required
- Advises client Ministries and Departments on legal and legislative issues relating to drafting and interpretation of laws;
- Attends sittings of the Houses of Parliament and Committees thereof;
- Represents Jamaica at regional and international meetings and conferences;
- Attends meetings called by Ministers in relation to legislation within their respective portfolios;
- Attends and participates in meetings of Legislation Committee when Bills are being considered;
- Attends and participates in meetings of Joint Select Committees of Parliament for consideration of Bills.

Required Skills/Competencies

- Expert legislative drafting skills
- Expert knowledge of management principles, human resource management procedures and public sector administration
- Excellent research and analytical thinking skills
- Excellent time management skills
- Excellent oral and written communication skills
- Ability to work under pressure
- Excellent knowledge of the Staff Orders, Acts and Regulations that govern the Public Service.

Minimum Required Qualification and Experience

- Masters of Law Degree (LLM) in Legislative Drafting
- Post Graduate Diploma/Certificate in Legal Education
- Minimum of ten (10) years' experience in the legal field – with experience particularly in Legislative Drafting
- At least five (5) years in a senior management position

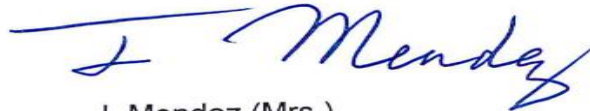
Applications accompanied by résumés should be submitted **no later than Friday, 4th September, 2015 to:**

**Chief Personnel Officer
Office of the Services Commissions
Ministry of Finance and Planning Complex
30 National Heroes Circle
Kingston 4**

Email: lparkes@osc.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.



J. Mendez (Mrs.)
for Chief Personnel Officer