

# Deputy Clerk

## Salary KYD83,280 – KYD109,296

Join us as a Deputy Clerk and immerse yourself in a pivotal role that shapes the heartbeat of our Parliament. As a key facilitator of parliamentary proceedings, you'll wield your expertise to ensure the smooth functioning of legislative processes while providing essential support to the Honourable Speaker and esteemed Members of Parliament.

### **What you'll be doing:**

- Organizing the Sittings of the House and guaranteeing flawless implementation of House Orders, and ensuring matters for action by Ministries are brought to the attention of the Minister.
- Meticulously examine and prepare legislation for presentation to the Clerk, showcasing your astute eye for detail and dedication to accuracy.
- Take charge of the establishment and efficient operation of Standing and Select House Committees, contributing to the backbone of our parliamentary infrastructure.
- Ensuring all matters to be laid before, or presented to, the House are placed and circulated on a Business Paper.
- Embrace the role of a support pillar for the Parliament, extending your expertise to ensure the seamless performance of Assistant Clerks and Serjeant at Arms.

### **What we're looking for:**

- A leader with a Bachelor's degree in Business Administration, Public Administration, or a related field. Possession of a Law Degree would be an asset.
- Seasoned in the field with a minimum of twelve (12) years' experience, including five (5) years at a management level within governmental systems. Familiarity with Parliamentary procedures is a plus.
- An advocate for precision and timeliness, coupled with an insatiable interest in parliamentary practices, procedures, and current affairs.
- Proficient in the regulatory landscape governing Public Service operations, including expertise in laws like the Public Management and Finance Law, the Public Service Management Law and Regulations.
- A tech-savvy professional with mastery in Adobe Acrobat and the Microsoft Office suite, showcasing your ability in Word, Excel, and PowerPoint.
- A natural communicator with exemplary managerial skills, adept at fostering connections and effectively liaising with diverse stakeholders through impeccable written and oral communication.

Step into this dynamic role and be part of a vibrant team that steers the course of legislative excellence, while shaping the future of governance. Join us and make your mark in the heart of parliamentary affairs.

*Benefits will be determined in accordance with the Public Service Management Law, Personnel Regulations, the Public Service Pensions Law and the CINICO Health Plan as may be amended from time to time. Pension and health benefits are non-contributory.*

Completed application form and resume must be submitted to the Parliament Management Commission via email to:

[jobs@parliament.ky](mailto:jobs@parliament.ky) (Ref # **PMC-DC20240211**).

**Kindly note: Incomplete applications will not be considered for shortlisting.**

**Preference will be given to Caymanians, persons married to Caymanians or PR with rights to work.**

A copy of the full job description and application form are available on our website at

[www.gov.ky/careers/sagc](http://www.gov.ky/careers/sagc)

CLOSING DATE TO ACCEPT APPLICATIONS: **February 11, 2024**