



*Houses of Parliament  
Jamaica*

*Gordon House, 81 Duke Street, Kingston, Jamaica*

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### **Transcriptionist (PIDG/RIM 3) (Contractual)**

Applications are invited from suitably qualified officers for the post of **Transcriptionist (PIDG/RIM 3) (5 vacancies)** at the Houses of Parliament. The salary ranges from \$2,190,302-\$2,945,712 per annum.

#### **JOB PURPOSE**

Under the general supervision of the Chief Hansard Reporter, the Transcriptionist records and produces typewritten verbatim notes of the meetings of the Houses of Parliament and its Committees.

#### **KEY RESPONSIBILITY AREAS:**

##### **Technical/ Professional Responsibilities**

- Provide transcription services for special committee meetings, retreats and conferences;
- Listen to recordings and produce accurate verbatim notes of meetings of the Houses of Parliament, the Senate and its Parliamentary Committees;
- Ensure accuracy of transcribed text by reviewing spelling, grammar and punctuation prior to submission for checking and vetting by the Hansard Editing Section.

#### **REQUIRED COMPETENCIES**

- Excellent oral and written communication skills.
- Keen attention to detail
- Strong listening and typing skills

- Excellent interpersonal and team building skills
- Proficiency in Microsoft Office Suite
- Experience in the use of recording devices and equipment
- Well-developed emotional intelligence
- Ability to work independently and meet deadlines
- Ability to perform under stress when confronted with emergency, critical and unusual situations in which speed, accuracy and sustained attention are essential

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Diploma/Associate Degree in Public Administration, Communication or other related field
- Training in the use of ICT applications
- Typing speed at a minimum 45-50 words per minute
- Three (3) years' working experience

Application accompanied by résumé should be submitted **no later than Thursday, July 4, 2024,**  
**to:**

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

**Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)**

**Please note that only short listed applicants will be contacted.**