



Government of St. Vincent and the Grenadines

ADVERTISEMENT

POST OF CLERK, HOUSE OF ASSEMBLY

QUALIFICATIONS AND EXPERIENCES

Applicants should possess the following:

- A degree in Public Administration, Political Science, Management, Governance, or another relevant discipline.
- Training or experience in parliamentary procedure, legislative drafting, public administration, legal administration or governance would be an asset.
- Considerable administrative and management experience, preferably in the public service or a parliamentary, legal or governmental environment.
- Sound knowledge of the Constitution, Standing Orders of the House of Assembly, parliamentary procedure and public sector administration.

DUTIES

The duties of the officer appointed to the post will include the following:

- Advising the Speaker and Members of the House on parliamentary practice, procedure, Standing Orders and the conduct of business in the House.
- Preparing, coordinating and managing the Order Paper, agenda, minutes, records, notices and other official documents of the House.
- Maintaining custody of the journals, records, papers and official documents of the House.
- Supporting sittings of the House and ensuring that parliamentary business is properly recorded and administered.
- Administering oaths where required by the Standing Orders, in relation to the Speaker, Deputy Speaker and Members following a general election.
- Providing procedural and administrative support to Committees of the House, including the preparation of notices, minutes, reports and related documents.
- Ensuring that Bills, motions, questions, petitions and other parliamentary documents are processed in accordance with applicable procedure.
- Supervising staff assigned to the Office of the Clerk and ensuring the efficient administration of the parliamentary office.
- Liaising with Government Ministries, Departments and other stakeholders in relation to parliamentary business.
- Ensuring that the privileges, powers and immunities of the House are respected and that matters relating to the House are handled in accordance with the relevant legislation. The House of Assembly legislation defines the Clerk as the Clerk of the House and recognizes the role in relation to the business and committees of the House.
- Performing any other duties consistent with the Constitution, Standing Orders and laws governing the House of Assembly.

SALARY

Annual salary is payable at the rate of \$83,928x \$5,220 - \$110,028 in Grade B1.

CLOSING DATE FOR APPLICATIONS

Application accompanied by proof of qualifications and two recent testimonials should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **July 03, 2026**.