



Government of St. Vincent and the Grenadines

ADVERTISEMENT

POST OF DEPUTY 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:

- Assisting in the preparation of meetings of the House of Assembly;
- Attending meeting of the House of Assembly and committee meetings and taking minutes;
- Editing the transcription of meeting of the House of Assembly and supervising the preparation of the Hansard;
- Ensuring that copies of the Hansard are circulated to all members of the House;
- Liaising with the Government Printer regarding the printing of Bills, Minutes, Notices etc;
- Performing administrative related to the management of human resource;
- Compiling information in preparation for the draft Budget of the House of Assembly for submission to the Minister of Finance; and keeping a check on allocation during the financial year;
- Assisting Parliamentarians locate information relevant to their official responsibilities;
- Coordinating arrangement for officials funeral and visits by Parliamentarians;
- Collaborating with the Clerk to ensure the efficient functioning of the department.

SALARY

Annual salary is payable at the rate of \$56,988 x \$3,240- \$73,188 in Grade E.

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**.