

Job Description

Parliamentary Affairs Officer in the Ministry of the Attorney General

Duties and Functions

- Assists in the collection, analysis and compilation of data on social, economical and political issues
- Assists in the preparation of working papers, reports and briefs to aid in the process of planning, policy formulation and problem solving
- Liaises with Departments within the Ministry, other Ministries, and other Agencies to ensure that information is provided in a timely manner
- Produces reports at pre-determined intervals on on-going projects
- Prepares answers to questions in both Houses of Parliament
- Gathers and classifies data on socio-economic, political and related trends from a comprehensive array of sources including the Internet
- Researches and analyses problems relevant to the functioning of the Houses of Parliament and submits the appropriate recommendations
- Reviews Bills and regulations and provides assistance and expertise to the Attorney General in relation to his duties in the meetings of the Legislative Review Committee of the Cabinet
- Prepares and reviews Parliamentary briefs for the Attorney General
- Proof reads the Hansard contribution of the Attorney General
- Liaises and collaborates with external agencies and stakeholders as necessary
- Writes speeches for the Attorney General in relation to his parliamentary duties
- Performs other related duties as assigned

Qualifications and Experience

- Possession of a first Degree in Law, English or the Social Sciences, especially in Government or Politics
- A Post graduate Degree will be an asset

Required Skills and Competencies

- Good interpersonal skills
- Good communication skills, both written and oral
- Good analytical and reasoning skills
- Good computer and Internet skills
- Knowledge of the operations and workings of the public service and Government
- Ability to establish and maintain effective working relationships with associates, other public officers and the public
- Ability to work long hours, especially when Parliament is in session