

MINISTRY OF LEGAL AND CONSTITUTIONAL AFFAIRS

Career Opportunity

The Ministry of Legal and Constitutional Affairs (MLCA) is seeking to recruit a suitably qualified person to fill the position of Proofreading Assistant (**PIDG/RIM 3**) - (**Contract**), salary at the rate of **\$1,753,837.00** per annum.

JOB PURPOSE

Under the direct supervision of the Technical Assistant to the Law Revision Commissioner the Proofreading Assistant will provide assistance to senior team-members with the ongoing task of proofreading the new pages generated (digitally) to enable the continual updating of the official (loose-leaf) pages of the Revised Laws of Jamaica, for both Statutes and Subsidiary Legislation.

KEY RESPONSIBILITIES

- Assists with the proofreading of computerized new/updated pages of the Revised Statutes;
- Assists with the proofreading of computerized new/updated pages of the Revised Subsidiary Legislation;
- Assists with the proofreading of computerized pages of other documents attendant to the Law Revision process (i.e. Supplemental documents);
- Assists with the retrieval, review and organization of proofread pages;
- Assists with the scanning and secure storage of the proofread pages;
- Assists with the maintaining of pertinent records and/or tracking documents related to proofreading activities;
- Assists with any other activities necessary to aid in and/or track the progression of the proofreading component, and the wider Law Revision process.

REQUIRED COMPETENCIES

Core

- Good oral and written communication skills
- Ability to work on own initiative
- Good interpersonal relations
- Team work and cooperation
- Customer and Quality Focus
- Time management skills

Technical

- Planning and Organizing skills
- Methodical
- Problem Solving and Decision-making
- Use of technology

- Goal/Result Oriented

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
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- An Associate Degree or Diploma in Paralegal Studies, Business Administration, Administrative Management, Language Arts, Education, Media and Communication or a related field in the Social Sciences or Humanities from a recognised post-secondary educational/training institution.

OR

- Successful Completion of a CXC Associates Degree in Humanities (i.e., Associates of Arts in Law, History, Sociology, Modern Languages, etc.) or of the relevant CAPE Subjects that would allow for qualification or equivalency with respect to same, along with one to two (1-2) years of relevant experience.

OR

- Minimum of seven (7) CSEC Subjects (preferably with Language Arts or Business Studies focus), along with three to five (3-5) years of relevant experience (i.e., in publishing/editorial, records/information management, or administrative work).

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Friday, February 9, 2023 to:

Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

Email: careers@moj.gov.jm

The Ministry of Legal and Constitutional Affairs thanks all applicants for their interest, but only those shortlisted will be contacted.