



GREEN PAPER 3/2023

Job Description for Members of Parliament of Jamaica

June 20, 2023

Office of the Prime Minister



GOVERNMENT OF JAMAICA

Job Description for Members of Parliament

NAME of Member	
CONSTITUENCY	

STRATEGIC OBJECTIVE

To enable Parliament to function effectively, Members (MPs) are required, individually and collectively, to:

1. Secure Parliament as a deliberative forum in which the issues affecting the peace, progress, prosperity, efficiency and dignity of the nation can be discussed transparently, truthfully, respectfully and robustly for public understanding;
2. Ensure the Parliament is responsive to the lawful concerns and interests of all its citizens, thereby securing its relevance and legitimacy to the people;
3. Contribute to passing laws for the peace, order and good government of Jamaica, pursuant to section 48(1) of the *Constitution of Jamaica*;
4. Help determine the privileges, immunities and powers of the two Houses of Parliament, pursuant to section 48(2) of the *Constitution of Jamaica*;
5. Collectively ensure the Cabinet accounts to the Parliament for its policy decisions and the general direction and control of the Government of Jamaica, in accordance with section 69(2) of the *Constitution of Jamaica*;
6. Collectively ensure that ministries and public bodies account to Parliament for their expenditures, operations, and use of statutory powers, where required by law and generally to promote accountability in public affairs;
7. Represent, advocate and be the voice of their constituencies in the Parliament, and with government or private entities to advance the interest of the constituency;
8. Monitor, advise, support, and report to Parliament and other stakeholders, on the development of programmes and opportunities for constituents in collaboration with Government Agencies, Non-Government Organisations (NGOs), Community-Based Organisations (CBOs), Citizens Associations and others;

9. Represent the electoral constituency, the country, and the government where required, officially and ceremonially in local, national and international events and fora; and
10. Uphold the dignity and integrity of the electoral and political process, and positively contribute to the growth of the political party to which they are affiliated, as upholding democratic ideals and institutions through which participation in politics is facilitated.

JOB PURPOSE

Members of Parliament are first and foremost representatives of the people. They are elected or appointed to serve the interest of the public generally, and the interest of their constituency, in accordance with the greater good of the society or community and in keeping with the laws and Constitution of Jamaica. This public role requires Parliamentarians to be mindful that conduct in their personal capacity must uphold and be seen to uphold integrity, dignity and professional stewardship befitting the public office. The ultimate exercise of the representative role of Member of Parliament, is to pass laws for the good government of the country and advancing our global interests.

KEY DELIVERABLES/OUTPUTS

1. Regular attendance and active participation at sittings of Parliament;
2. Regular attendance at and active participation in Committees of Parliament, where applicable;
3. Participating in debates on Bills and Motions before the House;
4. Voting on Bills and Motions before the House;
5. Timely preparation and submission of Project Documents, including proposed budgets for the Constituency Development Fund (CDF);
6. Timely submission of Constituency Reports in respect of CDF Projects;
7. Providing supporting documentation to CDF Implementing Agencies for resources allocated to constituents by them;
8. Holding CDF Consultations in the Constituency biennially;
9. Preparing multi-year Constituency Development Plan of Action and implementing related programmes; and

10. Providing leadership and guidance to constituents on matters for which central government has responsibility, including the Ministry, Department or Agency to be contacted to address concerns.

KEY RESPONSIBILITY AREAS

1. Review and pass legislation to provide an up-to-date and relevant set of laws for the country;
2. Adhere to the Standing Orders of the House of Representatives;
3. Protect the integrity of and promote public confidence in the office of Member of Parliament through befitting conduct;
4. Provide oversight of the Executive, Ministries, Departments and Agencies through regular attendance at and active participation in deliberations of the Parliament and its Committees, including the review and examination of Reports submitted to Parliament;
5. Represent the interests of the constituency at all appropriate levels and participate in relevant constituency activities;
6. Provide leadership to constituency and the Constituency Office;
7. Seek intervention to support the development of community infrastructure;
8. Work/collaborate with State Agencies and the Local Authorities to implement plans to assist with the development of the constituency;
9. Develop and maintain channels of communication to receive and address concerns of constituents for which the government has responsibility;
10. Provide appropriate assistance to individual constituents through approved projects financed by the CDF;
11. Implement approved CDF projects on a timely basis and ensure accountability for how funds are utilized; and
12. Implement systems to efficiently manage the constituency office.

CONTACTS

Members of Parliament are required to maintain contact with all relevant stakeholders and are expected to build partnerships to help create alliance with stakeholders other than their political base, to strengthen constituency initiatives.

PERFORMANCE STANDARDS

1. Top priority given to, and avoidance of schedule conflicts with, sittings of the House and meetings of Committees;
2. Punctual and consistent attendance at sittings of the House and meetings of Committees as scheduled and agreed, barring reasonable excuse for absence;
3. Apology tendered for unavoidable absence;
4. Informed participation in parliamentary debates on Bills and Motions demonstrated by reference to the contents of Bills, Reports and other material under deliberation;
5. Completion and implementation of constituency development plans in accordance with the requirement of the Constituency Development Fund Office, and in a manner which benefits the community as a whole;
6. Regular meetings held with constituents to provide updates on constituency matters;
7. Relevant constituency events supported, in official and ceremonial capacities; and
8. Documented use of public resources, utilizing established approved procedures; records kept in accordance to established standards and are available on time for scrutiny by the relevant authority.

COMPETENCIES/ATTRIBUTES (include but not limited to)

1. General proficiency in communicating to the people to achieve understanding of issues and a record of proceedings;
2. Working understanding of the machinery of government, particularly the role and functions of the three branches of government and how government is organised;
3. Working understanding of the laws and Constitution of Jamaica, such as the electoral law;
4. Working understanding of constitutional and administrative law principles such as the rule of law, separation of powers, natural justice, and due process;
5. Working knowledge and understanding of the rules of Parliament and parliamentary debate;
6. Excellent mental acuity to make meaningful contribution to discussions, debates and offer perspectives;
7. Good understanding of the electoral machinery;

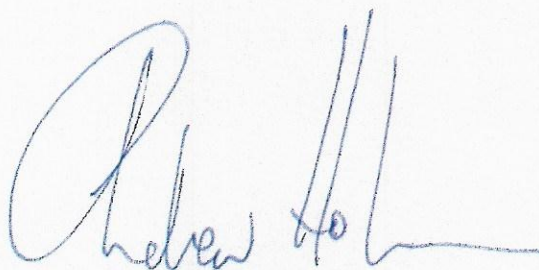
8. Excellent problem solving skills;
9. Excellent negotiating skills;
10. Good understanding of media relations/ communicating with the media;
11. Excellent ability to lead people;
12. Strong conviction to the principles of good governance; and
13. Excellent ability to multi-task.

MINIMUM REQUIRED QUALIFICATION

- Qualified according to the laws and Constitution of Jamaica to be elected to the House of Representatives and competently discharge the functions of office.

WORKING CONDITIONS (include but not limited to)

1. Extended time away from home and family;
2. Long and unpredictable working hours;
3. High levels of stress and other risks to health and safety;
4. Exposure to sometimes hostile environments;
5. Working with wide cross-section of people/groups/institutions with shared and conflicting interests; and
6. Expected to be present and lead in emergencies.

A handwritten signature in blue ink, appearing to read 'Andrew Holness', with a stylized flourish at the end.

Andrew Holness ON, PC, MP
Prime Minister

June , 2023



MINISTRY PAPER NO 69/2023

Job Description for Ministers of Government

June 20, 2023

Office of the Prime Minister

GOVERNMENT OF JAMAICA

Job Description

Ministers of Government

TITLE	Minister of (INSERT Ministry)
PORTFOLIO MINISTRY	(INSERT)
ACCOUNTABLE TO (As member of the Cabinet/Executive)	The Prime Minister
ACCOUNTABLE TO (As Member of Parliament)	The Parliament/House of Representative
MAIN PORTFOLIO ASSIGNMENT	(INSERT)

This document may be used as a tool to assess the specific performance of a Minister of Government

SIGNATURE OF MINISTER

DATE

SIGNATURE OF PRIME MINISTER

DATE

STRATEGIC OBJECTIVE

To use the authority of office and the power of the political mandate, within the Constitution, laws, and conventions of Jamaica, to sustainably, efficiently, effectively, and with dignity, advance the peace, wellbeing, prosperity, and prospects of the people of Jamaica and its global interests. This is done by exercising general direction and control over the public bureaucracy, while leveraging public support through advocacy and engagement towards the wholistic development of Jamaica.

JOB PURPOSE

Public affairs present a diverse, dynamic, complex, and often conflicting set of interests, considerations, threats, and opportunities which are neither linearly related nor consistent in how they can be optimized to advance the public good. The optimization of public affairs requires timely decisions to be made that establish direction and order of priority. The set of decisions establishing direction and priorities for public affairs, taken together, represents policy. While there are established mechanisms to bind the decision maker and hold them to account, there remains a space in which discretion and judgement must be applied.

The Office of Minister is therefore, reposed with public trust and confidence in the use of discretion and good judgement to make decisions to promote the public good. Ministers have the awesome responsibility to make decisions on behalf of the public. They are expected, in all spheres and endeavours, to respect this public trust and confidence and embody the exercise of discretion and good judgment in stewardship of public affairs.

The purpose of the Minister is to steward and manage public affairs through the efficient and effective development of clearly defined policy, drive the implementation of such policy, and hold to account the public bureaucracy for the delivery of results. Under the direction and leadership of the Prime Minister, Ministers act collectively through the Cabinet, and individually, through their statutory powers and assigned ministries, to implement the business of the Government of Jamaica as defined by the goals and order of priority they determine.

Ministers bring their policy to life through leadership, which involves:

- conceiving ideas by critical thinking and taking initiative in agenda setting;
- communicating a clear vision inspiring hope and aspirations, and giving clear directives;
- convening, consulting, and collaborating with stakeholders to inform perspectives, marshal support, build commitment and capacity, and align effort; and
- charging agencies and officers with responsibility for implementation, and holding them accountable for results through ongoing monitoring and review.

Additionally, Ministers have a ceremonial role in the government as public officials representing the history, tradition, honour, and dignity of the state. They officiate at public events, act as interlocutors and advocates within the society, and represent government, locally and internationally.

REPORTING AND ACCOUNTABILITY

The principle of ministerial responsibility applies to Ministers in the Government of Jamaica. Ministers are individually responsible for the policy stewardship of the ministries they have been assigned. In the course of an administration, Ministers must bring to Cabinet, submissions and reports for the portfolios they have been assigned, and they must also publicly report to Parliament on their portfolios. Ministers are subject to the accountability of the Prime Minister and the Parliament for their actions.

The principle of collective responsibility applies to each Minister in the Government of Jamaica. Ministers are jointly responsible for the decisions of Cabinet. As decisions of the Cabinet are taken to be decisions of all members, deliberations surrounding decisions are considered internal ruminations of the collective mind and are treated as secret to preserve the unified nature of the decision. Each Cabinet member has a responsibility under oath to support the decisions of Cabinet and keep the deliberations of Cabinet secret.

Ultimately, the government, and Ministers indirectly, are held to account in general elections.

KEY DELIVERABLES/OUTPUTS

- Government policies developed;
- Government programmes designed and implemented;
- Strategies to implement government policies developed;
- Laws, regulations and/or orders enacted;
- Parliament is routinely updated on matters related to portfolio responsibility;
- Regular and appropriate communication with the public on matters related to portfolio responsibilities;
- Leadership and direction provided to ministry/ies and agencies of government;
- Statutory and administrative duties managed and executed including; applications for permits and approvals actioned on a timely basis;
- Ceremonial duties attended/fulfilled.

KEY RESPONSIBILITY AREAS

- Attends and participates in Cabinet meetings;
- Maintains the confidentiality of the business of Cabinet;
- As part of the Executive arm of government, takes major decisions and determines government policies and priorities in keeping with assigned portfolio responsibilities;
- Co-ordinates and provides policy and strategic leadership to portfolio responsibilities;
- Presents to the Prime Minister and Cabinet, policy proposals for implementing agreed policies;
- Ensures the development of strategic plans for implementing portfolio specific responsibilities, to give effect to the mandate of the government;
- Ensures the policy directives of the government are developed into achievable and measurable plans;
- Directs heads of portfolio ministry/ies, departments and agencies on the mandate of the government, its priorities and expected course of actions to facilitate implementation;
- Harnesses the expertise of consultants, advisors, heads of entities, experts and other stakeholders to inform opinions, decisions and provide feedback/ advice to the Prime Minister and Cabinet on current and anticipated/emerging issues within areas of portfolio responsibility;

- Advises His Excellency the Governor General on portfolio matters as may be required from time to time;
- Promotes public confidence and protects the integrity of the decisions of the government;
- Develops strong connections and relationships with leaders, officials and colleagues to maintain lines of communications for effective and direct communication of government policies, actions, and perspectives towards a common, clear and stable understanding of the direction of the government and the state;
- Develops and maintains a network of professional and international contacts to promote and advance Jamaica's interests;
- Represents the government's interest at official engagements, locally and overseas;
- Participates in/conducts or leads negotiations on behalf of the government;
- Ensures the preparation of and defends overall portfolio budgetary allocations/appropriations;
- Adopts a whole-of-government approach and supports the government in key cross cutting issues;
- Reports to the Parliament on portfolio issues likely to impact the country as a whole, or generally on issues which the Parliament demands;
- Supports the oversight role of the Parliament, on matters impacting portfolio responsibilities, by appearing before Parliament and/or its relevant committees and providing relevant information;
- Pilots legislation through Parliament and supports the legislative agenda agreed to by Cabinet;
- Participates in parliamentary deliberations;
- Executes efficiently and effectively all specific functions and duties ascribed to the Minister in law;
- Executes efficiently and effectively, administrative and management functions necessary for the proper functioning of the Office of Minister;
- Upholds the Constitution and laws of Jamaica; and
- Any other duty/role assigned by the Prime Minister from time to time.

PERFORMANCE STANDARDS

- In furtherance of the broad policy focus of the government, portfolio policies are developed and presented to the Prime Minister/Cabinet. Policy proposals/recommendations must be supported by cogent data/research, legal and financial implications and other impacts;
- New laws/bills proposed are presented to the Parliament in a timely manner, defended convincingly and followed through to completion;
- Portfolio responsibilities are coordinated through the Permanent Secretary and Boards of MDAs¹;
- The policies of the government are promoted in keeping with the approved means/channels;
- The confidentiality of Cabinet is maintained;
- In keeping with the collective responsibility of Cabinet, the expression opinions that are at variance with the policy position of the government is refrained from; and
- Respectful behaviour towards parliamentary colleagues is maintained and engagement is pursuant to the Standing Orders of Parliament.

COMPETENCIES/ATTRIBUTES

- Good understanding of the machinery of government, particularly in relation to the three branches and the relationship between ministers and the civil service/public bodies;
- Good understanding of the Constitution and laws of Jamaica,
- Good understanding of constitutional principles such as the rule of law, separation of powers and responsible government,
- Superlative understanding of the principles of ministerial responsibility and collective responsibility;
- Good understanding of the rules of Parliament and parliamentary debate;
- Strong understanding of media relations/communicating with the public;
- Excellent ability to translate government policies into workable programmes;
- Excellent ability to lead people and to secure their commitment to facilitate completion of tasks;

¹ Ministries, Departments and Agencies

- Excellent ability to think critically, regulate emotions and personal beliefs, quickly process information,
- Excellent ability to mediate disputes, manage crises, and solve problems;
- Strong ability to explain/articulate ideas and make meaningful contribution to discussions, debates, and perspectives;
- Strong commitment to equity and transformational change to improve human condition and quality of life;
- Good understanding of the principles of public finance and fiscal discipline;
- Strong conviction to the principles of good governance and its application to ministerial and personal conduct;
- Possession of professional presence, situational awareness and flexibility, and ability to multi-task.

CONTACTS

The job of a Minister of Government carries an embracing component as representative of the government and by extension the citizens. As Government Minister contacts will include but will not be limited to:

- State officials and foreign diplomats/dignitaries;
- International partners;
- Heads of/representatives of international organizations (recognized groups);
- Permanent Secretaries, Chairpersons, senior technocrats in ministries, departments and agencies;
- Other Ministers of government;
- Parliamentarians;
- NGOs and community interest groups; and
- Members of the public.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Qualified according to the laws of Jamaica to be appointed to the House of Representatives or the Senate; and
- A period of progressive experience gained through advocacy, political or professional affiliation, community involvement, voluntary sector experience, business experience (or otherwise) which allows for exposure to, and a deep appreciation of, the historical, cultural, social, and economic realities of Jamaica.

WORKING CONDITIONS

- Extended time away from family;
- Long working hours;
- Always on call and available to lead in emergencies and crises;
- Extensive travelling locally and internationally, sometimes at very short notice;
- Working with wide stakeholder interests;
- Working in challenging conditions;
- Potentially subject to verbal abuse and threats; and
- High levels of stress.

A handwritten signature in black ink, appearing to read 'Andrew Holness', with a stylized flourish at the end.

Andrew Holness ON, PC, MP
Prime Minister

June 20, 2023