



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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20th July, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the **Attorney-General's Chambers**:

1. **Deputy Solicitor-General (JLG/LO 6) (vacant) - Commercial Affairs Division, salary range \$4,740,170 - \$5,634,752 per annum and any allowance(s) attached to the post.**
2. **Deputy Solicitor-General (JLG/LO 6) (vacant) – General Legal Advice Division Salary range \$4,740,170 - \$5,634,752 per annum and any allowance(s) attached to the post.**
3. **Senior Assistant Attorney-General (JLG LO 5) (vacant) – Litigation Division, Salary range \$3,948,257 - \$4,693,237, per annum and any allowance(s) attached to the post.**
4. **Assistant Attorney-General (JLG LO4) – Constitutional and Legislative Affairs Division (not-vacant) Salary range: \$3,288,646 - \$3,909,166 per annum and any allowance(s) attached to the post.**
5. **Assistant Attorney-General (JLG LO4) – Litigation Division (vacant) Salary range: \$3,288,646 - \$3,909,166 per annum and any allowance(s) attached to the post.**
6. **Crown Counsel (JLG LO 3) – Litigation Division (vacant) Salary range \$2,739,230 – \$3,256,084 per annum and any allowance(s) attached to the post.**
7. **Crown Counsel (JLG LO 3) – International Affairs Division (vacant) Salary range \$2,739,230 – \$3,256,084 per annum and any allowance(s) attached to the post.**

1. Deputy Solicitor-General (JLG/LO 6)

Job Purpose

Under the general direction of the Solicitor-General (SG), the incumbent is responsible for providing expert advice and guidance on Commercial Legal matters; for contributing to the Management and Strategic Leadership of the Attorney-General's Chambers (AGC) and for leading and managing a portfolio of assigned Ministry Legal Services Units (LSUs).

Key Responsibilities

Leadership/Management:

- Supports the Solicitor General in the overall leadership and management of the AGC;
- Sits as a member of the AGC Executive involved in:
 - The development of the Strategic/Operational Plans and Budgets;
 - Implementing approved programmes and activities;
 - Pursuing and promoting the effective and efficient management of the Human, Financial and other Resources of the AGC;
 - Facilitating ongoing change and innovation to allow the AGC to remain current and relevant.
 - Reviewing the staffing needs, priority programmes and activities to ensure alignment with the AGC Mission and the strategic priorities of the Government of Jamaica (GOJ);
- Co-ordinates the preparation of the Annual and Quarterly reports for the Commercial Affairs Division;
- Leads and oversees the work and resources of the division and a portfolio of assigned LSUs by:

- Developing and managing the Division's Operational, Human and Financial Resource plans and activities;
- Strategic planning to determine nature and scope of legal services required and subsequent development of appropriate delivery processes;
- Establishing and managing a network of senior level relationships with client Ministries to work collaboratively to meet client needs and achieve AGC objectives;
- Leading and overseeing Directors and Senior Counsel. Providing Legal advice and guidance of all Legal Work including guidance on all high level legal issues and opinions prepared for Senior Officials;
- Monitoring and evaluating performance, resolving performance issues and supporting career development of direct reports;
- Representing the SG at official functions and events when requested;
- Assisting the SG in negotiating Memoranda of Understanding for legal services with client Ministries and with input from client organizations;
- Monitoring Legal issues and Judicial decisions and reviewing Legal Risk Assessments relating to major, complex, diverse and/or controversial issues having broad reaching impact in order to provide sound advice and guidance to the AG and SG, and other AGC Attorneys;
- Representing the Government of Jamaica at conferences, seminars, workshops both nationally and internationally; and, on the Boards and Panels of Local and International Organizations;
- Overseeing various Internal Committees aimed at promoting and achieving AGC objectives;
- Organizing monthly meetings and presentation of papers;
- Ensuring the efficient assignment of legal matters to Attorneys in the Division.

Technical/Professional:

- Advises Ministries, Departments and Agencies on a range of legal issues relating to Commercial Law including Law of Contracts, Company Law, Labour Law, Sale of Goods, Commercial Arbitration, Bills of Exchange, Memoranda of Understanding and Negotiable Instruments;
- Drafts and/or reviews loan documentation, procurement contracts and other commercial agreements;
- Structures the sale and acquisition of assets of the Government;
- Drafts and/or reviews high level legal opinions;
- Reviews Government Contracts to ensure their legality;
- Acts as Legal Advisor to Government technocrats negotiating commercial transactions, including public private partnerships, divestments, bond matters and other domestic and international financing transactions and international project financing transactions;
- Reviews and comments on Cabinet Submissions, Bills and draft Regulations relating to Commercial Law matters;
- Represents the Government on Boards of Inquiry and Arbitration Hearings, meetings of Enterprise Teams, Boards, Task Forces and other committees.

Required Knowledge, Skills and Competencies

- In-depth and extensive knowledge of the Laws of Jamaica
- Excellent knowledge of Commercial Law
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs
- Highly developed knowledge of strategic and operational planning approaches
- Ability to lead people
- Ability to lead change by mobilizing people, collaborating with partners and stakeholders, to promote innovation and achieve results
- Critical thinking and problem solving skills
- Communication skills (both written and oral) including presentation skills
- Excellent interpersonal and people management skills
- High emotional intelligence
- Excellent time management skills
- Ability to research, analyse, and interpret legal documents
- Proficient in the use of computer applications including Administrative and Legal Research applications

Minimum Required Qualification and Experience

- Master of Laws Degree (LLM) and a minimum eight (8) years' experience in handling major commercial transactions; or
- Bachelor of Laws (LLB) and a minimum 10 years' experience in handling major commercial transactions
- Certificate in Legal Education
- At least five (5) years' experience in managing Human Resources

2. Deputy Solicitor-General (JLG/LO 6)

Job Purpose

Under the general direction of the Solicitor-General, the incumbent is responsible for providing expert advice and guidance on legal matters of a general nature; for contributing to the management and strategic leadership of the Attorney-General's Chambers and for leading and managing a portfolio of assigned Ministry Legal Service Units (LSUs).

Key Responsibilities

Leadership and Management:

- Supports the Solicitor-General in the overall management and direction of the AGC;
- Sits as a member of the AGC Executive Committee, develops and monitors the Strategic and Operational Plans for the AGC;
- Is responsible for the management of the General Legal Advice Division (the GLA Division), including a portfolio of assigned LSUs, to ensure timely implementation of priority programmes consistent with the strategic direction of the AGC;
- Ensures the supervision and evaluation of direct reports;
- Ensures the efficient assignment of legal matters to members of staff in the Division.

Technical/Professional:

- Advises Ministries, Departments and Agencies (MDAs) of Government on a range of complex legal issues;
- Provides general legal advice to, and reviews legal opinions for, MDAs;
- Reviews draft legal opinions;
- Provides technical legal assistance and advice to Attorneys within the Division and in the portfolio of assigned LSUs;
- Prepares and presents legal matters at Disciplinary and Tribunal Hearings;
- Represents the Government on Technical Working Groups, and Task Forces and other meetings, locally and overseas.

Required Knowledge, Skills and Competencies

- In-depth and extensive knowledge of the Laws of Jamaica and Public Law;
- Knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs;
- Knowledge of Strategic and Operational Management approaches;
- Highly developed supervisory management skills to create vision and strategy, mobilize people, uphold integrity and respect, collaborate with partners and stakeholders, promote innovation and guide change;
- Results-oriented;
- Problem-solving and time management skills;
- Excellent communication skills (both written and oral) including presentation skills;
- Excellent inter-personal and people management skills;
- Excellent legal research and analytical skills;
- Proficient in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Master of Laws Degree (LLM) and eight (8) years experience in handling major legal issues in a general practice of law;
- OR**
- Bachelor of Laws (LLB) and experience of at least ten (10) years;
 - Certificate in Legal Education
 - At least five (5) years' experience in managing human resources.

3. Senior Assistant Attorney-General (JLG LO 5)

Job Purpose

Under the general direction of the Deputy Solicitor-General (Litigation), the incumbent is responsible for providing legal advice in Litigation or Litigious matters and assisting in the management of the Litigation Division.

Key Responsibilities

Management/Administrative:

- Assists with the assignment of legal work in the Division including Court of Appeal, Judicial Reviews, trials and assessments, and Parish Court matters;
- Assists with the management, supervision and evaluation of direct reports in the Division; Convenes weekly Team Meetings, when requested, to ensure proper assignment of court matters and to discuss pressing legal and administrative matters;
- Assists with conducting (monthly) Litigation Meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Monitors the performance of direct reports and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Liaises with MDAs in relation to legal matters referred to the AGC;
- Sits on the Department's Executive Committee;
- Represents the AGC at meetings, conferences, workshops and seminars in relation to functional area.

Technical/Professional:

- Advocates in the Courts of Jamaica by employing knowledge of the Law, relevant documentation and examples of relevant Case Law in arguing the case of Ministries, Departments and Agencies (MDAs) of Government;
- Drafts pleadings and other Court documents;
- Prepares written opinions and advises Ministries, Departments and Agencies on a wide range of legal matters;
- Prepares skeleton arguments and written submissions in major Litigation matters;
- Appears as Counsel at the Industrial Disputes Tribunal; major trials, Judicial reviews, Court of Appeal matters, the Judicial Committee of the Privy Council, the Caribbean Court of Justice and Arbitrations;
- Negotiates settlements and settles claims;
- Provides quality control assistance to the Deputy Solicitor-General-Litigation and leads a team in the substantive review of pleadings, skeletal arguments and other Court filings;
- Provides guidance, strategic advice, feedback, and general Litigation assistance to Attorneys and Paralegals in the AGC as necessary.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica
- Sound research and analytical skills
- Excellent ability to analyze and interpret legal documents
- Excellent negotiating skills
- Excellent oral and written communication skills
- Excellent interpersonal, organizational and people skills
- Excellent presentation skills
- Ability to manage a team of attorneys
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB)
- Certificate in Legal Education
- At least eight (8) years relevant working experience
- Significant litigation experience would be an asset

4. Assistant Attorney-General (JLG LO4)

Job Purpose

Under the general direction of the Deputy Solicitor-General, Constitutional and Legislative Affairs, the incumbent is responsible for providing legal advice to various Government Ministries, Departments and Agencies (MDAs) on a wide range of legal matters.

Key Responsibilities

Management/Administrative:

- Assists with the assignment of legal work in the Division;
- Assists with conducting monthly meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Monitors the performance of direct reports and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other Periodic Reviews;
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Chambers;
- Represents the AGC at meetings, conferences, workshops and seminars in relation to functional area.

Technical/Professional:

- Advises MDAs on a range of legal issues relating to legislative matters including Cabinet Submissions, Bills, draft Regulations and Green Papers;
- Attends committee meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations;
- Advises members of Parliament on draft legislation and other legal matters;
- Represents the Chambers on Working Groups to consider the enactment of Legislation and the formulation of Policy;
- Represents MDAs before the Access to Information Appeal Tribunal;
- Advises the Responsible Minister and Appeal Tribunal in respect of planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act;
- Provides legal advice of a more general nature to Committees of Cabinet, and MDAs.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica
- Excellent analytical, problem solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent interpersonal skills
- Excellent knowledge of laws governing Access to Information
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree
- At least 5-6 years relevant working experience
- Certificate in Legal Education

5. Assistant Attorney-General (JLG LO4)

Job Purpose

Under the general direction of the Deputy Solicitor-General, Litigation and State Proceedings, the incumbent is responsible for providing advice and representing the Government on legal matters relating to Litigation Proceedings.

Key Responsibilities

Management/Administrative:

- Leads a team in the Division, which includes:
 - Vetting memoranda of Law and draft Defences;
 - Providing advice and general direction and guidance to members of the team in respect of the team members' conduct of their own files;
 - Approving settlements for matters handled by team members, within determined settlement limits for the Team Leader;
 - Reviewing Court Advisories prepared by team members;
 - Holding and attending Team Meetings;

Technical/Professional:

- Initiates legal proceedings in the Supreme Court on behalf of Ministries, Departments and Agencies of Government as well as Statutory Bodies who seek the representation of the Attorney General's Chambers;
- Drafts of Statements of Case and other Court Documents;
- Conducts all matters assigned, including appearing as Counsel in Court;
- Writes for instructions and follows-up matters relating to investigations of claims;
- Negotiates settlements and settles claims;
- Interviews witnesses and meets with clients;
- Writes opinions for various Ministries, Departments and Agencies of Government as well as Statutory Bodies who seek the representation of the Attorney General's Chambers
- Prepares and attends Mediation Sessions

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica
- Excellent analytical, problem solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent interpersonal skills
- Excellent negotiating skills
- Excellent presentation skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree
- At least 5-6 years relevant working experience
- Certificate in Legal Education

6. Crown Counsel (JLG LO 3)

Job Purpose

Under the general direction of the Deputy Solicitor-General, Litigation and State Proceedings, the incumbent is responsible for providing advice and representing the Government on legal matters relating to Litigation Proceedings.

Key Responsibilities

- Drafts pleadings and other Court documents;
- Files documents initiating legal proceedings in Court, in Jamaica, on behalf of the Government;
- Prepares for and appears in Court;
- Writes for instructions and follows-up matters relating to investigations of claims;
- Negotiates settlements and settles claims;
- Interviews witnesses and meets with clients;
- Prepares opinions for various MDAs.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica
- Excellent analytical, problem solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent interpersonal skills
- Excellent knowledge of laws governing Access to Information
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree
- Three (3) years post qualification experience as an Attorney-at-Law engaged in the conduct of Litigation
- Certificate in Legal Education

7. Crown Counsel (JLG LO 3)**Job Purpose**

Under the general direction of the Deputy Solicitor-General, International Affairs Division the incumbent is responsible for providing legal advice to the Government on matters of International Law.

Key Responsibilities

- Provides legal advice to MDAs on matters relating to International Law and to the structure, composition and functions of International Bodies;
- Provides legal advice on multilateral and bilateral agreements;
- Provides legal advice on Human Rights issues and under Conventions to which Jamaica is a party;
- Provides legal advice on Jamaica's obligations under International Conventions Against Corruption;
- Provides legal advice on matters relating to the UN Convention of the Law of the Sea, including maritime delimitation;
- Represents the Government on International Organizations, of which Jamaica is a member.

Required Knowledge, Skills and Competencies

- Sound knowledge of local and international laws
- Excellent analytical, problem solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent interpersonal skills
- Excellent negotiating skills
- Excellent presentation skills
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB.) with a minimum of three (3) years' experience
- Legal Education Certificate

Applications accompanied by résumés should be submitted **no later than Friday, 31st July, 2020 to:**

**Director, Human Resource Management and Development
Attorney General's Chambers
1st Floor, North Tower
2 Oxford Road
Kingston 5**

Email: hrm@agc.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**