



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 238

OSC Ref. C. 4860⁹

24th September, 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 vacant post of **Legal Officer (JLG/LO 3)** in the **Legal Services Unit, Ministry of Labour and Social Security**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.

Job Purpose

To provide legal support for the Ministry's policies and programmes by advising the Minister, Permanent Secretary, Heads of Department and other Ministry personnel on all areas of Labour, Employment and Social Security Law.

Key Responsibilities

Management/Administrative

- Assigns work (typing of correspondence, legal documents, memoranda, etc) to Senior Secretary within the Unit in conjunction with the Senior Legal Officer;
- Ensures receipt of, and proper filing of copies of correspondence;
- Ensures list of files is updated;
- Ensures dispatch of urgent letters, documents, etc.;
- Deputizes in the absence of the Director of Legal Services (JLG/LO 5) and Senior Legal Officer (JLG/LO 4).

Technical Professional

- Conducts research as it relates to both legal and quasi-legal matters;
- Provides legal advice and opinions to the Minister, Permanent Secretary, Heads of Department and other Ministry personnel on all areas of Labour, Employment and Social Security Law and other areas of law affecting the Ministry's policies and programmes;
- Complies with all relevant guidelines relating to the provision of legal advice in a Government Ministry;
- Assists with the interpretation and administration of the various legislation which fall under the purview of the Ministry which includes but is not limited to the: Labour Relations and Industrial Disputes Act, Employment (Termination and Redundancy) Payments Act, Foreign Nationals and Commonwealth Citizens (Employment) Act, Employment Agencies Regulation Act and the National Insurance Act;
- Liaises with the Attorney General's Chambers to produce legal opinions/briefs on matters of law affecting the Ministry's policies and programmes;
- Assists with the preparation of documentation for the initiation/defence of Court proceedings instituted by or against the Minister/Ministry;
- Watches proceedings in Court on behalf of the Ministry, as required;
- Liaises with the Office of the Director of Public Prosecutions in relation to rulings on case files and initiation of proceedings in the Courts in relation to the breach of legislation that the Ministry administers;
- Attends Court and conducts proceedings as required by the laws governing the National Insurance Scheme and labour legislation, as required;
- Instructs the Clerk of Courts in the conduct of criminal proceedings in which the Ministry has an interest, as required;
- Instructs and liaises with the Office of the Parliamentary Counsel in the preparation of amendments to legislation administered by the Ministry and the promulgation of new legislation;
- Assists with the drafting of Cabinet Submissions and Legislation Committee Submissions, as required;
- Assists with the defending of Bills before the Legislation Committee of Cabinet;

- Liaises with the Clerk to the Houses of Parliament in relation to matters to be tabled or debated in Parliament involving legislation administered by the Ministry;
- Attends Parliament in an advisory capacity whenever the Honourable Minister is piloting legislation relating to the Ministry's policies and programmes;
- Liaises with the Jamaica Printing Services in relation to the printing and gazetting of documents and legislation that affect the work of the Ministry;
- Represents the Ministry/Unit at internal and external meetings;
- Conducts training seminars/workshops and makes presentations to internal and external clients;
- Carries out any other duties that may be assigned.

Required Knowledge, Skills and Competencies

- Sound knowledge of Jamaican Law and particularly labour and social security legislation
- Sound knowledge of the Ministry's policies and procedures
- Excellent presentation, oral and written communication skills
- Good problem solving skills and tenacity
- Good interpersonal skills
- Good teamwork skills
- Ability to work under pressure

Minimum Required Qualification and Experience

- Bachelor of Laws (LL.B.).
- Certificate of Legal Education (CLE).
- At least four (4) years' experience as a practising Attorney in the Public or Private Sector.

Special Conditions Associated with the Job

- Overseas and local travel.
- Required to work outside of normal working hours and on weekends, when necessary.

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th October, 2020 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle,
Kingston 4**

Email: resume@mlss.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.



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