



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 271**

### **OSC Ref. C. 4468**

3<sup>rd</sup> November, 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 be assigned to two (2) posts of **Assistant Crown Counsel (JLG/LO 2) - (Not Vacant)** in the **Litigation Division, Attorney-General's Chambers**, salary range \$2,281,605 -\$2,712,111 per annum and any allowance(s) attached to the post.

### **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 in legal matters relating to Litigation proceedings.

### **Key Responsibilities**

- Drafts pleadings and other Court documents;
- Files documents initiating legal proceedings in the Supreme Court and/or Parish Courts, in Jamaica, on behalf of the Director of State Proceedings;
- Prepares for and appears in Court;
- Writes for instructions and follows-up matters relating to investigation of claims;
- Negotiates settlements and settles claims;
- Interviews witnesses and meets with clients;
- Prepares opinions for various Ministries, Departments and Agencies of Government.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of the Laws of Jamaica
- Excellent problem-solving and time management skills
- Excellent oral and written communication skills
- Good advocacy skill
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent presentation skills
- Proficiency in the use of relevant Computer Applications

### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree (LLB);
- Legal Education Certificate;
- At least one years' experience in the conduct of litigation would be an asset.

Applications accompanied by Résumés should be submitted **no later than Monday, 16<sup>th</sup> November, 2020 to:**

Director, Human Resource Management and Administration  
Attorney-General's Chambers  
First Floor, North Tower  
NCB Towers  
2 Oxford Road  
Kingston 5  
Jamaica

Email: [HRM@agc.gov.jm](mailto: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.



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