



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 301

OSC Ref. C. 5849¹¹

23rd 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 the post of **Director of Legal Reform (JLG/LO 7) (Not Vacant)** in the **Legal Reform Department, Ministry of Justice**, salary range \$6,702,538 - \$7,583,307 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Permanent Secretary, the incumbent is responsible for:

- The management and supervision of the Legal Reform Department;
- Keeping the laws of Jamaica under review with a view to its Systematic Reform to meet the contemporary needs of Jamaican Society;
- Assisting in the Legislative Implementation of Law Reform proposals in accordance with Government policy.

Key Responsibilities

- Undertakes in-depth research into and analysis of, existing Laws in Jamaica and their historical development to inform Law Reform and provides advice and technical assistance to the Ministries, Departments and Agencies of the Government of Jamaica;
- Undertakes in-depth comparative Legal Research into developments in the Commonwealth and throughout the world, and, on the basis of that Research Studies and analysis of particular areas of Law with a view to Law Reform in Jamaica;
- Prepares Opinions, Research Papers and ad hoc advice setting out the existing Law on particular topics, its historical development, the problems existing with the current Law and propose options for Law Reform;
- Identifies areas of law in need of reform and proposes options for reform to relevant MDA;
- Provides support to ad hoc committees considering law reform by undertaking research, preparation of reports etc;
- Approves drafts and advisory opinions for dispatch to client Ministries;
- Assists in the implementation of Law Reform proposals;
- Represents Jamaica in regional and international bodies concerned with Law Reform issues;
- Attends meetings of Senior Officials of Commonwealth Law Ministries held biennially in various Commonwealth Countries;
- Presents Law Reform matters at local, regional and international fora;
- Carries out administrative duties which includes the supervision and monitoring of the work of the legal and administrative staff of the Department.

Required Knowledge, Skills and Competencies

- In-depth and extensive knowledge of the Laws of Jamaica
- Ability to undertake legal research and analysis of complex legal issues, the approaches taken in other jurisdictions and to formulate appropriate proposals for reform
- Knowledge of Strategic and Operational Management approaches
- Ability to critically analyze and interpret complex and multidisciplinary information for decision making
- Wide knowledge and awareness of local and international issues and developments
- Excellent interpersonal and people management skills

Minimum Required Qualification and Experience

- Law Degree from a University recognized by the Council of Legal Education;
- Legal Education Certificate awarded by the Council of Legal Education;
- Qualification as an Attorney-at-Law with at least fifteen (15) years practising as an Attorney;
- Experience and knowledge, over that period, in any of the fields of Law Reform, Legislative Drafting, Academic Research, Public Policy and the Constitutional and Legislative processes;
- Seven (7) years managerial experience or equivalent combination of managerial and supervisory experience;
- Post Graduate Degree in Law or qualification in other disciplines, particularly the Social Sciences would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 4th December, 2020 to:**

**Chief Personnel Officer
Office of the Services Commissions
2nd Floor, G Block
Ministry of Finance and Planning Complex
30 National Heroes Circle
Kingston 4**

Email: jmendez@osc.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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer