

OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 330
OSC Ref. C.5849/S15⁴

14th December, 2020

RE-ADVERTISEMENT

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 **Executive Legal Officer 2 (JLG/LO 5) – Office of the Chief Justice (Supreme Court)** in the **Court Administration Division (CDA)**, salary range \$3,948,257 – \$4,693,237 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Chief Justice, the Executive Legal Officer 2 will provide legal support to the Honourable Chief Justice.

Key Responsibilities

Technical/Professional:

- Manages non-judicial operations of the Courts as delegated by the Chief Justice;
- Provides support in the overall administration of the Court to promote access to justice for all members of the public and to maximize efficient use of resources, increase efficiency in Court operations and enhance service to the public;
- Supervises the staff in the Office of the Chief Justice to ensure that:
 - ✓ Correspondence and contacts from internal and external sources are appropriately handled
 - ✓ Legal advice on matters affecting the Courts is provided
 - ✓ Legal research and documentation are conducted to support the Chief Justice in his judicial role
 - ✓ Appropriate arrangements are made for the Chief Justice's local and overseas engagements;
- Liaises with the Registrars in establishing systems for the allocation of work and for monitoring and evaluating the performance of individuals and teams at the Supreme Court;
- Liaises with both local and international Justice Partners;
- Provides direct support to the Chief Justice in the implementation of court programmes;
- Serves as representative of the Court in non-policy information programmes and related media events involving community organizations, educational institutions and other Government Agencies, in collaboration with the Court Management Services;
- Monitors current, newly adopted and proposed legislation that may affect the Courts;
- Ensures that appropriate mechanisms are implemented to provide for effective interface with users of the Court System;
- Serves as a conduit for media request and prepares responses on behalf of and in consultation with the Chief Justice;
- Drafts Practice Directions for review by the Chief Justice;
- Makes arrangements for the Judicial Clerkship programme;
- Collaborates with the Court Management Services and the Judicial Education Institute in relation to training for members of the Judiciary;
- Liaises with the Bar and relevant stakeholders on behalf of the Judiciary on legal matters;
- Provides support to the Chief Justice in the establishment of Judicial Committees;
- Assists in the organization of Judicial conferences, both locally and internationally;
- Makes arrangements for the gazetting of events which falls under the purview of the Chief Justice;
- Collaborates with officers of the Court in the preparation of periodic reports;
- Performs any other related duties as directed by the Chief Justice.

Required Knowledge, Skills and Competencies

- Excellent problem solving, research and analytical skills
- Excellent oral and written communication skills
- Knowledge of Court operations
- Excellent knowledge of Microsoft Office and PowerPoint

Minimum Required Qualification and Experience

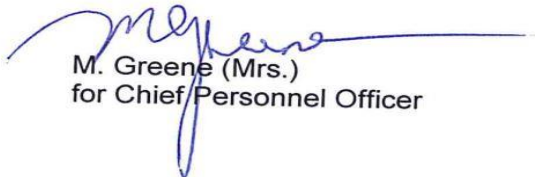
- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Qualifications and/or experience in management would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 28th December, 2020 to:**

**Senior Director
Human Resource Management and Administration
Court Management Services
The Towers
25 Dominica Drive
Kingston 5**

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.



M. Greene (Mrs.)
for Chief Personnel Officer