



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 44**  
**OSC Ref. C.5849<sup>11</sup>**

**2<sup>nd</sup> February, 2021**

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 Director (JLG/LO 5)** in the **Legal Aid Council**, salary range \$3,948,257 - \$4,693,237 per annum and any allowance(s) attached to the post.

**Job Purpose**

The incumbent advises and represents the Ministry and Legal Aid Council (the Council) on all legal matters for the Council. He/she manages and directs the work of the Council to achieve the Council's Mission and ensures that the Council operates at all times within the parameters of the law and its mandate.

**Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Liaises/consults with various organizations regarding legal issues/matters;
- Provides advice and consultations to clients and the general public;
- Provides advice to newly-enrolled Attorneys on Court and Legal Aid procedures;
- Provides legal representation for accused;
- Assists in the development of policies to improve the services of the Council;
- Oversees the preparation of the Budget;
- Oversees the preparation of Corporate and Strategic Plans;
- Prepares monthly, quarterly and annual reports to the Board, Ministry and the Public Administration and Appropriations Committee (PAAC) of Parliament, respectively;
- Authorizes Attorneys' Claims for payment and clients' refunds;
- Visits prisoners and detainees in lock-ups and Correctional Institutions;
- Attends Duty Counsel Sessions;
- Represents the Council at Public Relations Expositions;
- Oversees all standard and procedures at the Council.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of laws governing operations including Access to Information
- Ability to exercise sound judgment, and objectivity
- Ability to analyse and interpret information for effective decision making
- Comprehensive knowledge of the general operations of the machinery of the Government, the role, function and operations of Cabinet and Parliament
- Ability to think strategically and solve complex problems
- Well-developed ability to effectively build partnerships and relationships and communicate with cross-functional teams and external stakeholders
- Excellent Change Management skills
- Ability to manage limited resources in order to achieve challenging output targets
- Excellent knowledge of the Government's overall justice objectives

**Minimum Required Qualification and Experience**

- Attorney-at-Law with at least ten (10) years' experience in a Government Entity or Private Practice;
- Practicing Certificate issued by the General Legal Council;
- Training and experience in Management.


Applications accompanied by résumés should be submitted **no later than Friday, 12<sup>th</sup> February, 2021 to:**

Chairman of the Board  
Legal Aid Council  
c/o Ministry of Justice  
61 Constant Spring Road  
Kingston 10

Email: [careers@moj.gov.jm](mailto:careers@moj.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