



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 97 **OSC Ref. C.4468**

15th March, 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/be assigned to the posts of **Crown Counsel (JLG/LO 3) – (6 posts: 3 vacant; 3 not vacant)** in the **Litigation Division, Attorney General's Chambers**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General, Litigation and State Proceedings, the Crown Counsel works with Ministries, Departments and Agencies (MDAs) and LSUs to identify, investigate, negotiate and litigate a range of legal matters.

Key Responsibilities

- Conducts a range of legal research to aid the advocacy and litigious processes;
- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law in arguing the Government of Jamaica's (GOJ's) case;
- Files documents in the Supreme Court and where necessary, in the Parish Courts, defending claims brought against the GOJ, its Ministries, Departments and Agencies;
- Initiates legal proceedings in the Supreme Court and/or Parish Court on behalf of the Attorney General;
- Interviews witnesses, records preliminary statements from witnesses, reviews documents and interviews clients;
- Writes for instructions and follows-up with key stakeholders in relation to claims filed or defended;
- Formulates strategy for a range of cases;
- Engages in Court mandated mediations;
- Negotiates Settlements and settles Claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with, and briefs the Deputy Solicitor-General and Senior Assistant Attorney General, on the status of all assigned cases;
- Helps to co-ordinate the preparation and litigation assignments of paralegals and administrative staff;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Good negotiating skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate;
- Four (4) years progressive experience at the Bar, in Advocacy and Litigation.

Special Conditions Associated with the Job

- Will be required to work beyond normal office hours;
- Will be required to travel (mainly locally) to the Parish Courts.

Applications accompanied by résumés should be submitted **no later than Friday, 26th March, 2021 to:**

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

Email: 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**