



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 130**  
**OSC Ref. C. 5851<sup>15</sup>**

19<sup>th</sup> April, 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 be assigned to the post of **Legal Consultant (Level 10)** on **Contract** in the **Legal Affairs Division, Ministry of Education, Youth and Information**, salary range \$4,046,631 – \$6,272,278 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The Legal Consultant under the direction of the Permanent Secretary will provide high-level legal advice to the Ministry of Education, Youth and Information ("MoEYI"), its Agencies, Departments and Institutions in support of their transformation activities and Strategic Objectives. The Legal Consultant will also be responsible for managing the work and staff of the Legal Affairs Division.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Provides Legal advice and opinions to the Minister of Education, Youth and Information, Permanent Secretary and Senior Officers of the (MoEYI), and other relevant personnel, on legal aspects and issues involved in managing and transforming the MoEYI, its Agencies and Departments;
- Advises the Minister of Education, Youth and Information, Permanent Secretary and staff on national, regional and international issues and considerations which may impact the operations of the MoEYI;
- Provides advice on legal implications of strategic risks relevant to the MoEYI;
- Leads in the preparation of answers to Ministerial questions and other presentations to Cabinet and Parliament involving legal issues;
- Examines Cabinet Submissions to ensure that any legal implications for proposals are identified and addressed;
- Participates in consultations on policy issues for which the MoEYI is responsible or is required to give input;
- Identifies legal issues and potential solutions related to proposed policy and other decisions; reviews MoEYI policy instruments for legislative implications and prepares legislative proposals for new and amending legislation, accordingly;
- Identifies legislation within the remit of the MoEYI that requires review or amendment in order to eliminate anomalies and makes representations for repeal of obsolete and unnecessary enactments;
- Collaborates in drafting Cabinet Submissions relating to proposed legislation;
- Prepares drafting instructions relating to proposed legislation;
- Reviews draft legislation that may impact on the MoEYI's operations;
- Liaises with the Attorney General's Chambers and the Chief Parliamentary Counsel with respect to the drafting and preparation of statutory instruments including Ministerial orders, regulations and schemes of management as required;
- Attends Parliament to provide clarification on proposed legislation;
- Collaborates with the Office of the Director of Public Prosecutions, the Attorney General's Chambers, the Ministry of Justice and the Ministry of Finance and the Public Service concerning any litigation involving the MoEYI;
- Prepares instruction files and internal legal opinions on claims against the MoEYI for submission to the Attorney General's Chambers;
- Represents the MoEYI at the various Courts of the Island; and in arbitration proceedings as a member of a team or individually;
- Represents the MoEYI in meetings and seminars;
- Represents the MoEYI and its Agencies and Departments in negotiating contracts,

memoranda of understanding and other agreements;

- Drafts, prepares and reviews legal instruments such as contracts, leases, deeds, framework documents, performance agreements and service level agreements;

***Management/Administrative:***

- Participates in the development of Strategic, Corporate and Operational Plans for the MoEYI;
- Directs, guides and oversees the performance of day to day affairs of the Division by: monitoring and implementing the Divisional Work Plan; developing and keeping under review operational standards, procedures and policies; developing and managing the budget and ensuring that work is carried out as planned;
- Ensures that staff is aware of and adheres to the policies, procedures and operational standards of the Division and the MoEYI;
- Monitors and reviews the performance of the Division to ensure that agreed performance targets are met;
- Makes representation to ensure that staff is provided with the necessary tools, equipment, and furniture for productive work;

***Human Resource:***

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Collaborates with the Human Resource Development Section in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Section, personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and the promotion of collaborative working within the Section;
- Manages the performance of the Unit and its staff, including setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Coaches, trains and mentors staff with the aim of strengthening their technical capacity, exchanging knowledge, transferring skills and providing professional development guidance;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures staff adheres to the policies, procedures and regulations of the Ministry;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination, and leave in accordance with established Human Resource policies and procedures;
- Fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Identifies the welfare and developmental needs of staff in the Division and makes representation for them to be addressed;
- Supervises and evaluates the performance of staff to ensure that performance is consistent with Work Plan;
- Prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Recommends disciplinary action to be taken when necessary; Participates as required in disciplinary proceedings involving staff;
- Collaborates with the Human Resource Division in developing and implementing a Succession Planning Programme for the Legal Affairs Division to facilitate continuity and availability of required skills and competencies;
- Performs other related functions which may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Ability to communicate effectively, orally and in writing and with diverse stakeholders
- Ability to forge effective working relationships with colleagues internally and externally

- Ability to demonstrate sound judgment in decision making
- Strategic thinker who excels at coming up with original ideas and is able to execute
- Meticulous attention to detail
- Team oriented
- Ability to work under pressure and manage a complex and varied workload and conflicting priorities.

***Technical:***

- Strong analytical, problem solving and judgment skills Excellent legal research, legal drafting; and advocacy skills Excellent negotiating and conflict resolution skills
- Excellent interpersonal and communication (oral, written and presentation) skills Strong ability to present difficult issues and positions with clarity
- Highly proficient in the use of software applications, in particular information databases, internet/intranet services and library sources
- Good team building and staff development skills
- Sound knowledge of Government of Jamaica's procedures for the development of policy and enactment of legislation
- Sound knowledge of the operations of Government
- Sound knowledge of Conventions, Laws, and Regulations governing and impacting on the Education System, Youth & Information portfolios
- Knowledge of the Jamaican Education System

**Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree; Certificate in Legal Education;
- Ten (10) years' experience as a practicing Attorney-at-Law; Good Standing with the General Legal Council;
- Experience in a Government Ministry, Agency or Department and/or experience in a supervisory role.

**Special Condition Associated with the Job**

- Required to work beyond outside of normal working hours in meeting deadlines;
- Required to possess a valid Driver's Licence and a reliable motor vehicle;
- Required to travel local and international conferences/meetings/workshops.

Applications accompanied by Résumés should be submitted **no later than Friday, 30<sup>th</sup> April, 2021 to:**

**Director – Human Resource Management  
Ministry of Education, Youth & Information  
2- 4 National Heroes Circle,  
Kingston 4**

Email: [jobapplications@moey.gov.jm](mailto:jobapplications@moey.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**