



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 129
OSC Ref. C. 5851¹⁵

19th 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 Officer (JLG/LO 2) (Not Vacant) (School Affairs) Ministry of Education, Youth and Information**, salary range \$2,281,604 – \$2,712,111 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Legal Services, the Legal Officer (School Affairs) is primarily responsible for providing professional legal services in respect of the interpretation and application of education-related law and practice to support the Ministry's supervisory, administrative & regulatory functions for the education system in Jamaica.

The incumbent will be specifically responsible for legal matters in Public Educational Institutions involving:

- Claims and disputes initiated against, or instituted by or on behalf of these institutions;
- The admission, supervision, safety, welfare, instruction, assessment, conduct and discipline of students;
- The employment, safety, welfare and discipline of the academic and non-academic staff; and
- Compliance by these Institutions with the relevant Legal Framework by which they are governed.

Key Responsibilities

Management/Administrative

- Supervises and assigns work (typing of correspondence, legal documents, memoranda etc.) to Secretary;
- Ensures that incoming and outgoing correspondence and files are handled efficiently and expeditiously;
- Prepares Individual Work Plan in keeping with the Strategic Objective of the Division and the Ministry;
- Prepares quarterly reports of status of assignments.

Technical/Professional

- Researches and provides legal advice to the Ministry and Boards of Management of Public Educational Institutions;
- Assists the Ministry and Boards of Management of Public Educational Institutions in the interpretation/application of laws, regulations and rules relevant to the performance of their functions;
- Drafts routine legal instruments and other documents for use by the Ministry and Public Educational Institutions;
- Drafts and vets contracts for the procurement of goods and services by Public Educational Institutions;
- Compiles and submits instructions to the Attorney General's Chambers in respect of claims and disputes initiated against, or instituted by or on behalf of, Public Educational Institutions;
- Prepares preliminary assessments on liability and recommendations for settlement in respect of said claims and disputes for ratification by the Attorney General's Chambers;
- Collaborates with the Attorney General's Chambers in representing the Ministry and Public Educational Institutions in legal proceedings, including Court, Mediation and Arbitration proceedings;
- Attends Court, Mediation and Arbitration proceedings with Counsels from the Attorney General Chambers to provide technical support;
- Provides guidance and support in respect of the interpretation and implementation of legal advice, settlement agreements and judicial determinations;

- Researches, collects and collates legal information and precedents relevant to the Ministry's portfolio for entry in the Ministry's Legal Database;
- Maintains liaison with other Ministries, Departments and Agencies relevant to the Ministry's portfolio;
- Prepares Legal Advisories, training materials and participates in training and capacity building exercises delivered to the officers and employees of the Ministry and Public Educational Institutions on the interpretation/application of relevant laws, regulations and rules;
- Represents the Ministry at meetings, conferences and contract negotiations;
- Performs other related duties and responsibilities as assigned by the Director, Legal Affairs from time to time.

Required Knowledge, Skills and Competencies

Core

- Sound legal research and information management skills;
- Ability to analyse and interpret legal documents;
- Excellent planning, time management and organizing skills;
- Excellent analytical, problem solving and judgment skills;
- Excellent written and oral communication, presentation and public speaking skills;
- Excellent advocacy, negotiating and mediation skills;
- Ability to work effectively with people in diverse and dynamic situations;
- Possess high standards of integrity;
- Highly motivated and demonstrated ability to work on own initiative;

Technical

- Comprehensive knowledge of the Education Act & Regulations, and the legal framework for the education sector in Jamaica;
- Comprehensive knowledge of the Ministry's functions, policies and procedures;
- Comprehensive knowledge of legal framework of Government activities
- Sound knowledge of: contract law; tort-civil liability; employment law and practice; the Labour Laws of Jamaica, Education Law, Human Rights Law, Family Law, Administrative and Constitutional Law
- Sound knowledge of Legal Research Practices and procedures, including proficiency in using the Internet and Legal Databases for research;
- Working knowledge of the relevant computer systems and applications

Minimum Required Qualification and Experience

- Bachelor of Law Degree (LL.B.);
- Certificate of Legal Education from the Council of Legal Education;
- Practising Attorney-at-Law in good standing with the General Legal Counsel;
- Ideally three (3) years' experience at the Bar;
- Experience in the following areas of practice would be assets: administrative and constitutional law and practice; civil liability (tort, contract and claims management) as well as employment law and practice;
- Working experience in another Ministry, Department or Agency would be considered an asset.

Special Condition Associated with the Job

- Required to travel (mainly locally) during the course of duties;
- To possess a valid Driver's Licence and a reliable motor vehicle;
- Conduct training seminars/workshops for internal and external clients;
- Required to work outside of normal working hours;

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

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

Email: 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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal line extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**