



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 179

OSC Ref. C.4468⁷

31st May, 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 in the following post of **Crown Counsel (JLG/LO 3) (Not Vacant)**, in the **Constitutional and Legislative Affairs Division, Attorney General's Chambers (AGC)**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Deputy Solicitor-General, the incumbent is responsible for providing advice to Ministries, Departments and Agencies (MDAs) on a wide range of legal matters relating to the Constitution of Jamaica, the enactment of legislation and appearing as Counsel before Tribunals and other administrative bodies.

Key Responsibilities

- Advises Ministries, Departments and Agencies on a wide range of legal issues including those pertaining to legislative matters;
- Conducts legal research to provide legal guidance and support to MDAs, Technical Working Groups and Parliamentary Committees;
- Prepares written opinions on a range of legal matters impacting MDAs;
- Reviews and comments on Cabinet Submissions, Bills and draft Regulations;
- Attends subcommittee meetings of Cabinet considering Legislative Submissions and other legal matters;
- Attends sittings of Parliament and Parliamentary Committees considering Bills, draft Regulations and other legal matters;
- Provides legal advice to Parliament and committees thereof on a range of legal issues;
- Represents the Chambers on Working Groups considering the enactment of legislation and reviewing the related policy;
- Represents MDAs on Appeals before the Access to Information Appeals Tribunal and other Tribunals and administrative bodies;
- Advises the responsible Minister and the respective Appeal Tribunal in relation to planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Constitution and other Laws of Jamaica
- Excellent problem solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents.
- Excellent knowledge of laws governing Access to Information
- Excellent presentation skills
- Excellent interpersonal skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Minimum of three (3) years relevant working experience;
- Certificate in Legal Education.

Applications accompanied by résumés should be submitted **no later than Friday, 11th June, 2021 to:**

Director, Human Resource Management and Administration
Attorney General's Chambers
2 Oxford Road (NCB Towers) (First Floor)
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.

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

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