



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 167
OSC Ref. C. 5849¹¹

21st 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 to the post of **Legal Officer (JLG/LO 3) - two (2) Positions (Not Vacant)** in the **Legal Reform Department, Ministry of Justice**, 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 Director of Legal Reform, conducts research into and analysis of the existing law of Jamaica for the purpose of making Law Reform proposals and assisting in their implementation.

Key Responsibilities

- Provides technical expertise to the Government in the area of Law Reform;
- Conducts in-depth research into, and analysis of, existing law and its historical development with a view to Law Reform, or for the purpose of advising the Permanent Secretary or where appropriate, other Ministries;
- Keeps abreast of legal developments and trends in Jamaica and other jurisdictions;
- Prepares Research Papers setting out the existing law on particular topics, its historical development, the problems arising from the existing law and options for Law Reform as a basis for study within the Legal Reform Department or the Government of Jamaica or by committees considering Law Reform issues;
- Provides advice on Law Reform proposals made to the Government by other persons or organizations;
- Attends meetings, conferences, seminars on matters relating to the Ministry;
- Prepares and presents papers on law and Law Reform to various local groups and organizations, for the purpose of disseminating information and/or canvassing views;
- Conduct legal research for the purpose of supplying information as to Jamaican Law and legal development on specific topics, on request from other Commonwealth jurisdictions or agencies;
- Represents Jamaica in regional and international bodies concerned with Law Reform issues and for the purpose of information-gathering and exchange of ideas or solutions concerning legal problems;
- Carries out such administrative functions relating to the Department as may be assigned from time to time by the Director of Legal Reform;
- Performs any other duties that may be assigned by the Deputy Director of Legal Reform and which may be deemed to fall within the remit of the post.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and co-operation
- People Management skills
- Customer and Quality Focus
- Time Management skills

Technical:

- Excellent Research skills;

- Ability to extract timely information from other Ministries and Government Departments relevant to the Ministry's activities;
- Ability to write clearly and succinctly on a range of complex legal policy issues;
- Ability to critically analyse and interpret complex and multidisciplinary information for decision making;
- Knowledge of the Staff Orders for the Public Service;
- Knowledge of legal and legislative principles and practice;
- Experience in the development, implementation and evaluation of legislation;
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (L.L.B);
- Certificate in Legal Education;
- Three (3) years' experience as an Attorney-at-Law in the Government service or as a private legal practitioner.

Applications accompanied by résumés should be submitted **no later than Friday, 4th June, 2021 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: 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**