



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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2nd June, 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)** in the **Accountant General's Department (AGD)**, salary range \$2,739,230 – \$3,256,084 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Accountant General, the Legal Officer will be responsible for the provision of legal expertise and support by providing accurate and well-researched legal advice and interpretation on all matters within the purview of the Department. The incumbent will lead the preparation of cases for adjudication, develop Legislative Frameworks and ensure the interests, rights and obligations of the Department are executed in accordance with the relevant guidelines, Acts, Regulations and Laws. The incumbent will also draft/ review a variety of legal documents and contracts and represent the Department at meetings and events.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To provide legal advice/opinions in the discharge of statutory functions as well as any other legal matters;
- To interpret various acts, regulations, laws and policies across the Department and advises on the application and implications;
- To draft, review and approve a multiplicity of documents and contracts;
- To establish a Legal Framework to support the programmes and initiatives of the Department.

Key Responsibilities

Technical

- Provides legal advice and guidance to the Accountant General, Executives and Senior Managers in relation to proposed legislative reform measures or legal policy changes in respect of the Department's statutory functions;
- Oversees the provision of legal input required to guide decisions on a range of legal and quasi-legal issues;
- Prepares and submits legal briefs/instructions to the Attorney General's Chambers in relation to complex legal matters and/or matters involving litigation;
- Co-ordinates the provision of written instructions and/or evidence by or on behalf of the Department to the Director of State Proceedings in matters of Litigation; and attend Court proceedings on behalf of the Department;
- Provides interpretations and guidance on acts, legislations, laws and policies;
- Reviews and approves documents and policies such as estate matters, Court Orders, Powers of Attorney, Declarations and investment to ensure they meet legal and other requirements;
- Provides legal advice/opinions to Ministries, Departments and Agencies (MDAs) in relation to liquidation activities;
- Directs and co-ordinates the research and provision of legal advice and opinion on proposed policy and regulatory formulation;
- Drafts, reviews and revises contracts, tenders and other legal document/agreements advising on the legal implications of proposed clauses in contracts being negotiated to safe guard the interest and rights of the Departments and ensures compliance with related laws and policies.

- Provides advice/opinions to queries raised by MDAs in relation to the operations of legislations administered by the Department as well as facilitate resolution to complaints and enquiries;
- Researches/investigates enquiries from internal clients and provides appropriate responses;
- Provides advice on Annual General Meetings (AGM) protocols and collates and reviews documents for same;
- Prepares and/or reviews and provides advice/opinions on Cabinet Submissions as well as draft Bills and polices sent to the Department;
- Facilitates amendments to, and enactments of, legislations administered by the Department and Ministry of Finance and the Public Service;
- Represents the Department at local, regional or international fora, workshops and seminars on Law Reform and Legal issues as required;
- Maintains collaborative relationships with legal officers in MDAs;
- Conducts staff training and sensitization sessions as required;
- Keeps abreast of legal trends and issues pertinent to the Department;
- Performs any other related duty that may be assigned from time to time.

Strategic Leadership

As part of the Executive Team

- Plans, organises and directs the work of the AGD, including leading the preparation of the Department's Strategic Corporate and Operational Plans, and Budgets, and monitoring the AGD's achievement against them;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the AGD, and ensures that staff is aware of and adhere to the Organization's, policies, procedures and regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Ensures staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Implements and enforces policies and procedures of the Organization by way of systems that will improve the overall operation and effectiveness of the AGD.

As Unit Head:

- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the Division through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed work plans for the Division;
- Establishes internal control processes required to manage and grow the Unit;
- Meets or exceeds Unit performance targets.

Required Knowledge, Skills and Competencies

Core Competencies

- Excellent oral and written communication skills
- Good problem solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical Competencies

- Knowledge of legislations, acts, regulations and policies that govern the Department
- Knowledge of Legal Framework of Government.
- Knowledge of contract negotiations and drafting.
- Good knowledge of legal strategies and rules of statutory interpretations.
- Sound knowledge of portfolio specific regulations, acts and laws, such as:
 - Pensions (Public Services) Act
 - Financial Administration and Audit Act

- Crown Properties Vesting Act
- Corporate Governance Framework
- Public Bodies Management and Accountability Act
- Companies Act
- Sutors Act
- Contract Law
- Financial Regulatory Laws
- Proceeds of Crime legislation

Managerial Competencies

- Strong Leadership Skill
- High Emotional Intelligence
- Strong Performance Management Skills

Minimum Required Qualification and Experience

- Bachelor of Laws Degree from a university recognized by the Council of Legal Education;
- Certificate in Legal Education awarded by the Council of Legal Education;
- At least three (3) years experience as an Attorney-at-Law.

Special Conditions Associated with the Job

Physical Demands

- Pressured working conditions with numerous critical deadlines;
- Extended working hours may be required.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15th June, 2021 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**