



## 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. 224**

### **OSC Ref. C. 4468<sup>7</sup>**

6<sup>th</sup> July, 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 fill the **vacant** post of **Assistant Attorney-General (JLG/LO 4)**, in the **Attorney General's Chambers (AGC)**, salary range \$3,288,646 - \$3,909,166 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction and leadership of the Deputy Solicitor-General (Commercial Affairs Division) the Assistant Attorney-General is responsible for providing advice and guidance on a wide range of legal matters relating to Commercial Law and International Financial Law to MDAs and to providing advice on legal matters relating to the drafting and enactment of Government legislation to manage and regulate Commercial transactions.

### **Key Responsibilities**

- Issues opinions and advises Ministries, Departments and Agencies and Government companies on Commercial matters;
- Represents the Government in negotiating Commercial transactions;
- Advises on the sale/divestment and acquisition of Government assets;
- Reviews Commercial Agreements and other commercial documents;
- Negotiates settlements;
- Reviews Loan Agreements;
- Represents the Government at meetings on boards and other bodies.

### **Management/Administrative:**

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Contributes to teambuilding exercises for the Division;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents as required;
- Prepares and delivers legal presentations as needed.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning, organizing and time management skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

#### **Technical:**

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Commercial Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry

- Excellent knowledge of the English legal system and the legal framework of Government
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Good strategic and analytical skills to enable them to advise on complex issues
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment
- Ability to create commitment to a strong and consistent customer service philosophy
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software

#### **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Five to six (5-6) years' experience at the Bar.

Applications accompanied by résumés should be submitted **no later than Monday, 19<sup>th</sup> July 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.**



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