



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 223** **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/be assigned to three (3) posts of **Crown Counsel (JLG/LO 3) - (1 Vacant and 2 Not Vacant)** in the **Litigation Division, Attorney-General's Chambers**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction and leadership of the Deputy Solicitor-General– Litigation and State Proceedings, the Crown Counsel works with MDAs and LSU's to identify, investigate, negotiate and litigate a range of legal matters.

### **Key Responsibilities**

- Conducts a range of legal research to aid the advocacy and litigious processes;
- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law in arguing the GOJ's case;
- Files documents in the Supreme Court and where necessary in the Parish Courts defending claims brought against the GOJ, its Ministries, Departments and Agencies;
- Initiating legal proceedings in the Supreme Court and/or Parish Court on behalf of the Attorney General;
- Interviews witnesses, records preliminary statements from witnesses, reviews documents, and interviews clients;
- Writes for instructions and follows-up with key stakeholders in relation to claims filed or defended;
- Formulates strategy for a range of cases;
- Engages in Court mandated mediations;
- Negotiates settlements and settles claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with, and briefs the Deputy Solicitor-General and Senior Assistant Attorney General, on the status of all assigned cases;
- Helps to co-ordinate the preparation and Litigation assignments of Paralegals and Administrative Staff;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional Organizations and participating in Attorney-General's Chambers initiatives.

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

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Good negotiating skills
- Proficiency in the use of relevant computer applications

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

- Bachelor of Laws Degree (LLB);
- Certificate in Legal Education;

- Three to Four (3-4) years' experience at the Bar, in Advocacy and Litigation.

**Special Conditions Associated with the Job:**

- Required to travel (mainly locally) to the Parish Courts.

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  
First Floor, North Tower  
NCB Towers  
2 Oxford Road  
Kingston 5  
Jamaica

Email: [HRM@agc.gov.jm](mailto: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