



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

WEBSITE: www.osc.gov.jm

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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 following **vacant** posts in the **Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney-General (JLG/LO 5)** in the **Commercial Affairs Division Head Quarter (HQ)**, salary range \$3,948,257 - \$4,693,237 per annum and any allowance(s) attached to the post.
2. **Senior Assistant Attorney-General (JLG/LO 5)** in the **Ministry of Economic Growth and Job Creation, Legal Services Unit (LSU)**, salary range \$3,948,257 - \$4,693,237 per annum and any allowance(s) attached to the post.
3. **Senior Assistant Attorney-General (JLG/LO 5)** in the **Ministry of Finance and the Public Service, Legal Services Unit (LSU)**, salary range \$3,948,257 - \$4,693,237 per annum and any allowance(s) attached to the post.
4. **Senior Assistant Attorney-General (JLG/LO 5)** in the **Ministry of Science Energy and Technology, Legal Services Unit (LSU)**, salary range \$3,948,257 - \$4,693,237 per annum and any allowance(s) attached to the post.
5. **Crown Counsel (JLG/LO 3)** in the **Ministry of Labour and Social security, Legal Services Unit (LSU)**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.
6. **Assistant Crown Counsel (JLG/LO 2)** in the **General Legal Advice Division, Head Quarter (HQ)**, salary range \$2,281,604 - \$2,721,111 per annum and any allowance(s) attached to the post.
7. **Senior Librarian (PIDG/LB 4)** in the **Corporate Services Division, Head Quarter (HQ)**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.
8. **Administrative Assistant (GMG/AM 4)** in the **Ministry of Labour and Social security, Legal Services Unit (LSU)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
9. **Administrative Assistant (GMG/AM 4)** in the **Ministry of Economic Growth and Job Creation, Legal Services Unit (LSU)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
10. **Administrative Assistant (GMG/AM 4)** in the **Ministry of Finance and the Public Service, Legal Services Unit (LSU)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
11. **Administrative Assistant (GMG/AM 4)** in the **Ministry of Science Energy and Technology, Legal Services Unit (LSU)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
12. **Human Resource and Development Officer (GMG/AM 4)** in the **Corporate Services Division, Head Quarter (HQ)**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

1. Senior Assistant Attorney-General (JLG/LO 5)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General (Commercial Affairs Division) the Senior 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;
- ✓ Providing advice on legal matters relating to the drafting and enactment of Government legislation to manage and regulate commercial transactions;
- ✓ Oversighting of the work of Legal Service Units assigned to the Division.

Key Responsibilities

- Conducts research, prepares and renders legal opinions to MDAs on a wide range of Commercial Law matters;
- Advises Ministries, Departments and Agencies on a range of legal issues relating to Commercial Law including Law of Contracts, Company Law, Labour Law, Sale of Goods, Commercial Arbitration, Competition Law, Intellectual Property, Procurement Law, Banking Law, Law of Credit and Security and securities documentation including bills of exchange and other negotiable instruments, Capital Markets Transactions, Public Private Partnerships and Privatisations, Mergers and Acquisitions, Conveyancing, International Financial Law and, International Project Financing;
- Negotiates, drafts and vets contracts and other transactional documents as well as loans and other securities documentation;
- Prepares and vets legal opinions;
- Reviews contracts and other documentation to ensure their legality and compliance with Government policy;
- Acts as legal adviser to the Government and other public bodies in the negotiation of loans from international lending agencies and in relation to major commercial agreements including transnational agreements;
- Instructs the Litigation Division in the preparation of commercial matters for Court and the Industrial Disputes Tribunal;
- Vets and comments on Cabinet Submissions, Bills and draft Legislation relating to Commercial Law matters;
- Represents the Government at Arbitration Hearings.
- Supports the design, implementation and monitoring of systems and procedures to support the preparation of contracts, MOUs and other legal documents on behalf of MDA's;
- Reviews escalated legal matters from direct reports and provides remedies/solutions where applicable;
- Responds to queries or provide information as necessary or required;
- 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 AGC initiatives.

Management/Administrative:

- Oversees the work and resources of the Division and a portfolio of assigned LSUs by:
 - ✓ Developing and managing Division's Operational, Human and Financial Resource Plans and activities;
 - ✓ Planning strategically to determine nature and scope of legal services required and subsequent development of appropriate delivery processes;
 - ✓ Establishing and managing a network of senior level relationships with client Ministries to work collaboratively to meet client needs and achieve objectives;
 - ✓ Leading and overseeing Senior Counsel. Providing legal advices and guidances of all legal work including guidance on all high level legal issues and opinions prepared for senior officials;
 - ✓ Monitoring and evaluating performance, resolving performance issues and supporting career development of direct reports;
- Contributes to the development of the Division's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- 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

- 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 law and International Financial law

- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs
- Excellent knowledge of the English Legal System and the Legal Framework of Government;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ
- Excellent oral and written 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
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- 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;
- Eight (8) years progressive experience at the Bar.

2. Senior Assistant Attorney-General (JLG/LO 5) – three (3) posts

Job Purpose

Under the general direction of the Permanent Secretary with technical oversight from the assigned Deputy Solicitor-General in the Attorney-General's Chambers (Headquarters), the Head of Legal Services coordinates the Legislation Programme as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their strategic objectives. The Head of Legal Services is responsible for the day-to-day operations of the Legal Service Unit. Instructions on the legal priorities of the Ministry as well as oversight of the work of the Legal Services Unit are the responsibility of the Permanent Secretary.

Key Responsibilities

Management/Administrative:

- Prepares the Unit's Operational Plan and Budget ensuring their alignment with the strategic objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislation Programme ensuring all priority Bills are adequately represented; monitors progress of the implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office as required;
- Provides legal advice to the Permanent Secretary; Departments and Agencies within the portfolio purview of the Ministry; and other relevant personnel;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Prepares technical Briefs for the Minister as required;
- Participates and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments.
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on its implications.

Technical:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its entities;

- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its entities;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and drafting instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of bills for tabling and provides legal support in the preparation of the Minister's briefs;
- Attends sittings of Parliament including Committees of Parliament, and provides clarification on bills as required;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares legal briefs to the Solicitor-General through the Permanent Secretary to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft bills or draft policy papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, request under the ATI¹ Act, and other appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State proceedings on behalf of the Ministry and its entities and assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Follows up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Prepares Orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and co-ordinates the Gazetting of the Orders;
- Reviews International Agreements in consultation with the Ministry with responsibility for Foreign Affairs and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advises on legal implications internal policies and procedures;
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- 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 AGC initiatives;
- Performs such related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General and from time-to-time.

Required Knowledge, Skills and Competencies

- 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 law and International Financial law
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs
- Excellent knowledge of the English Legal System and the Legal Framework of Government;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ
- Excellent oral and written 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
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Eight (8) years progressive experience as a practicing Attorney.

3. Crown Counsel (JLG/LO 3)

Job Purpose

Under the general direction and management of the Senior Assistant Attorney-General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of a discrete Ministry.

Key Responsibilities

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the Legislative Programme;
- Provides legal support to the Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists with the defending of Bills before the Legislation Committee of Cabinet;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Liaises with the Jamaica Printing Services in relation to the printing and gazetting of Bills;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provides information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- 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 AGC initiatives.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and teamwork skills
- Sound judgment and decision-making skills
- Sound legal research and analytical skills
- Sound knowledge of the Laws of Jamaica including labour and social security legislation
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs
- Sound knowledge of the English legal system and the legal framework of Government

- Excellent oral and written 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
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- 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;
- Three – four (3 – 4) years' experience at the Bar.

4. Assistant Crown Counsel (JLG/LO 2)

Job Purpose

Under the general direction of the Deputy Solicitor-General the incumbent is responsible for providing general legal advice to various Government Departments, Ministries and Agencies.

Key Responsibilities

- Prepares and renders sundry legal opinions to Government Departments, Statutory Bodies and Public Companies on a myriad of legal issues;
- Interprets Statutes;
- Negotiates settlements;
- Attends meetings;
- Vets and drafts contracts;
- Conducts a range of legal research and provides legal advice;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Required Knowledge, Skills and Competencies

- Good legal research and analytical skills
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to General Legal Advice;
- Good knowledge of the Common Law Legal System and the Legal Framework of Government
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ
- 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 other stakeholders
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- 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;
- Three to four (3 – 4) years' experience at the Bar.

5. Senior Librarian (PIDG/LB 4)

Job Purpose

Under the direction of the Director, Information Technology and Knowledge Management, the incumbent is responsible for maintaining an up-to-date library at the AGC-HQ for staff of the AGC (HQ and LSU); monitoring access to online law library resources; maintaining an efficient system for retrieval, dispatch, tracking and security of library resources; and the acquisition and organization of the Department's legal material in accordance with established standards and procedures. Additionally, the Senior Librarian will liaise with professional colleagues in local, regional, and international organizations to keep abreast of development in law library information. The Senior Librarian also assists in developing policies and procedures for the growth of the component units of the Legal Information Network (LINET).

Key Responsibilities

- Acquires and circulates local and international material (legislation, law reports and treaties), serials and unpublished material for use in legal research;
- Provides reference services to users of the Law Library through bibliographic services, literature searches and assistance in the use of catalogues and indices;
- Develops and maintains a computerized database of the library's catalogue;
- Liaises with other Legal Libraries to access inter-lending loan facilities;
- Designs, implements and maintains systems for the recording, security, control, retrieval and circulation of library materials;
- Conducts periodic audits of the library's catalogue to identify material that are overdue or missing;
- Sources and recommends the purchase of current material both locally and internationally and prepares the required Budget;
- Peruses local and international periodicals and newspapers to identify relevant legal articles to be clipped out for use as reference material;
- Implements and manages protocols that support the use of electronic Journals and online subscription databases, eg. Ebsco, Westlaw, LexisNexis, Bloomberg Law, HeinOnline, etc.;
- Monitors reproduction and editing of all material complied in accordance with the Intellectual Property and copyright laws;
- Maintains an up-to-date compilation of newspaper clippings, magazines and journal articles relating to the AGC's core business;
- Develops preventative mechanisms to preserve and conserve the AGC's information resource and organisational memory;
- Promotes the services of the library through development of brochures and other publications and the mounting of exhibitions;
- Oversees the purchase of amendments to the Laws of Jamaica and supervises the updating of the relevant law books;
- Liaises with the Chief Parliamentary Council and Jamaica Printing Services with a view to obtaining current legislation from Gazettes and other documents;
- Represents AGC on the Supreme Courts' Library Committee providing advice on the activities of the Library;
- Represents the Attorney General's Chambers Library on committees involving information resources at local, regional and international conferences;
- Provides guidance on difficult reference queries.

Management/Administrative:

- Contributes to the development of the Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Unit's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Maintains customer service principles, standards and measurements;
- Prepares reports and project documents as required;
- Prepares and delivers of Library and Information Management related presentations as needed.

Required Knowledge, Skills and Competencies

- 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 and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Excellent knowledge of library operations and information management systems and tools
- Good understanding of standard rules and procedures for the classifying and processing information.
- Good knowledge of intellectual property and copyright laws relative to document retention and reproduction.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library Science, Information Studies, Information Management or related discipline;
- Certification/training in Supervisory Management;
- Seven (7) years' experience in Library or Information Management.

6. Administrative Assistant (GMG/AM 4) – four (4) posts

Job Purpose

Under the general supervision of the Senior Assistant Attorney-General, the Administrative Assistant provides administrative support, paralegal and secretarial services that enhance the Senior Assistant AG's Office and the operations of the Legal Service Unit (LSU) in general. The Administrative Assistant coordinates the activities of the Office, organizes meetings, and manages/monitors the Senior Assistant AG's calendar, drafts reports and other documentation; serves as liaison between the LSU and the AGC-HQ; undertakes research on routine legal matters and drafts Briefs; ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry its Departments and Agencies.

Key Responsibilities

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, leave schedules and training needs analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these submissions;
- Ensures Cabinet decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal Divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;

- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;
- Ensures confidential Files and Records Management Systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.
- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files.

Required Knowledge, Skills and Competencies

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Solid dictation and transcribing skills
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Good Knowledge of drafting legal documents
- Working knowledge of GOJ operations and of public sector issues.

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification or training;
- Minimum three (3) years' experience in a related field.

7. Human Resource and Development Officer (GMG/AM 4)

Job Purpose

Under the direction of the Director, Human Resource Management, the Human Resource Management and Development Officer is responsible for assisting in the recruitment and deployment of staff, the submission of recommendations to the Human Resource Management Committee (HMRC) and Human Resource Executive Committee (HREC) and liaising with Ministry of Justice Human Resource Management and Accounts Units to facilitate the timely processing of staff submissions and payments.

Key Responsibilities

- Assists with the preparation of advertisements;
- Contacts applicants, arranges panels, prepares the relevant documents for the panelists and sets up interviews;
- Prepares submissions for appointment, acting etc. for submission to the HREC and HRMC;

- Prepares and dispatches letters advising staff and other stakeholders of decisions taken;
- Arranges for first time appointed staff members to be medically examined;
- Submit documents to Ministry of Justice, HR and Accounts Units to facilitate the timely payment of salary and allowances;
- Researches information and provides response to staff's queries;
- Conducts site visit to the Ministry of Justice HR, and Accounts Units to finalise submission and payment documents;
- Conducts site visit to Legal Service Units (LSUs) to interact with staff members and ascertain their concerns;
- Arranges orientation for new recruits;
- Prepares and submits reports to the Supervisor;
- Prepares job letters to financial and other institutions;
- Performs other related duties assigned by the Supervisor.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment

Technical:

- Knowledge of the principles of Public Sector Management;
- Working knowledge of Human Resource Management principles and practices;
- Working knowledge of Public Service Regulations;
- Working knowledge of statutes, regulations, policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management/ Management Studies/Public Administration or related social sciences; **or**
- Diploma in Human Resource Management/ Management Studies or equivalent with one (1) year's experience in a Human Resource Management environment.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th August 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**