



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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14th 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 be assigned to the following posts in the **Litigation Division and State Proceedings, Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney-General (JLG/LO 5) – (Not Vacant) – two (2) positions**, salary range \$3,948,257 - \$4,693,237 per annum and any allowance(s) attached to the post.
2. **Assistant Attorney-General (JLG/LO 4) – (Not Vacant)**, salary range \$3,288,646 - \$3,909,166 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 – Litigation and State Proceedings, the Senior Assistant Attorney-General – Litigation, guides direct reports; prepares for and conducts trials and advises on pleadings and other Court filings for a range of complex legal claims brought by or against the Government of Jamaica (GOJ). The incumbent also assists in the management of the Litigation and State Proceedings Division.

Key Responsibilities

Technical:

- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law in presenting arguments on behalf of Ministries, Departments and Agencies (MDAs) of Government;
- Performs initial review of incoming cases to assess the type of case, identifies legal issues, and litigation strategies, and determines pending deadlines and initial Court appearances;
- Drafts pleadings and other Court documents;
- Prepares written opinions and advises MDAs on a wide range of legal matters;
- Prepares skeleton arguments and written submissions in major Litigation matters;
- Appears as Counsel at the Industrial Disputes Tribunal; the Supreme Court, Court of Appeal, the Judicial Committee of the Privy Council, and arbitrations;
- Negotiates settlements and settles claims;
- Assists with the assignment of cases to the Attorneys after evaluating their capacity, level of experience, and interest;
- Assists with the monitoring of case load/capacity of attorneys and paralegals;
- Provides quality control assistance to the Deputy Solicitor-General and supervises a team of Attorneys;
- 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 the Attorney-General's Chambers (AGC) initiatives;
- Provides guidance, strategy advice, feedback, and general litigation assistance to Attorneys and Paralegals in the Attorney-General's Chambers (AGC) as necessary.

Administrative:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies to improve performance of direct reports;

- Co-ordinates the development of Individual Work Plans, recommends performance targets for direct reports and facilitates the timely and accurate completion of staff Performance Appraisals;
- Convenes Team Meetings, to ensure proper assignment of Court matters and to discuss pressing legal and administrative matters;
- Assists with conducting (weekly) Litigation Meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Liaises with MDAs in relation to legal matters referred to the Attorney-General's Chambers (AGC);
- Sits on the AGC's Executive Committee;
- Represents the Attorney-General's Chambers (AGC) at meetings, conferences, workshops and seminars in relation to functional area.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent 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

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 advocacy and litigation
- 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 presentation and advocacy skills
- Excellent oral and written communication skills including 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
- 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;
- At least eight (8) years' experience as a trial lawyer.

1. Assistant Attorney-General (JLG/LO 4)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General-Litigation and State Proceedings, the Assistant Attorney-General prepares for and conducts trials and advises on pleadings and other Court filings for a range of complex legal claims brought by or against the Government of Jamaica (GOJ).

Key Responsibilities

Technical:

- Advocates in the Courts of Jamaica on behalf of Ministries, Departments and Agencies (MDAs) of Government; initiates legal proceedings in the Supreme Court on behalf of Ministries, Departments and Agencies of Government who seek the representation of the Attorney-General's Chambers;
- Reviews incoming cases to assess the type of case, identifies legal issues, and determines pending deadlines and initial Court appearances;
- Formulates strategy for a range of cases;
- Writes for instructions and follows-up on matters relating to claims;
- Interviews witnesses and meets with clients;
- Conducts a range of complex legal research;
- Drafts pleadings and other Court documents;
- Appears as Counsel at the Industrial Disputes Tribunal; the Supreme Court and the Court of Appeal;
- Engages in Court mandated mediations;
- Negotiates settlements and settles claims;
- Writes opinions for various Ministries, Departments and Agencies of Government in litigious matters;
- Advises, consults with, and briefs the Senior Assistant Attorney General, on the status of all assigned cases;
- Oversees and helps to co-ordinate the preparation of Litigation assignments of paralegals and administrative staff;
- 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 Attorney-General's Chambers (AGC) initiatives.

Administrative:

- Liaises with MDAs in relation to legal matters referred to the Attorney-General's Chambers (AGC);
- Contributes to the development of the 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

Core:

- Excellent interpersonal
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong client relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

Technical:

- Excellent presentation and advocacy skills
- 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 advocacy and litigation
- Excellent oral and written communication including 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
- Good strategic and analytical skills to enable them to advise on complex issues
- 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 as an Advocate.

Applications accompanied by résumés should be submitted **no later than Tuesday, 27th 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**