



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 265

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4th August, 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 **Internal Affairs Division, 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 management of the Deputy Solicitor-General (DSG), the Assistant Attorney-General provides advice and guidance on a range of legal matters relating to the broad field of Public International Law to support the work of Ministries, Departments and Agencies (MDAs).

Key Responsibilities

- Conducts research, prepares and renders legal opinions to MDAs on a wide range of international law issues;
- Interprets Statutes, Treaties, Protocols, International Agreements and other international instruments, and provides comments on same;
- Provides legal advice on all areas of International Law including Trade Law (WTO, CSME, FTAs), international investment and taxation agreements, environment, human rights, air policy and law, Law of the Sea (maritime delimitation, regulation/implementation of obligations concerning Deep Seabed Mining under International Seabed Authority), international security issues (extradition, mutual legal assistance, drug/arms and human trafficking, terrorism), anti-corruption, intellectual property law, and the Law of International Organizations;
- Participates in the review, negotiation, drafting and implementation of bilateral, regional and international agreements as well as the preparation of reports to international organizations;
- Liaises with Ministries, Departments and Agencies, regional and international organizations in relation to various international law matters;
- Vets and comments on Cabinet Submissions, Bills, draft legislation and policy papers submitted by MDAs relating to International Law matters;
- Represents the Government on local committees, working groups and task forces and at overseas meetings of regional and international organizations;
- Serves as Instructing Counsel when required by the Litigation Division in matters for which the support of the International Affairs Division is required;
- 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; and
- 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

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
- Strong 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 public international law;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs;
- Excellent 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 strong drafting skills, 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;
- Good 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;
- Education and/or experience in international law would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 18th 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**