



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 276

OSC Ref. C. 4860⁹

16th 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 Legal Officer (JLG/LO 2) (Not Vacant) in the Legal Unit of the Ministry of Labour and Social Security**, salary range \$2, 281,604 - \$ 2,712,111 per annum.

Job Purpose

Under the general direction of the Senior Legal Officer, the incumbent is expected to provide legal support for the Ministry's policies and programmes by advising Ministry personnel on all areas of labour, employment and social security law; assist with reviewing legislation, amending or the promulgating new legislation.

Key Responsibilities

Management/Administrative Responsibilities:

- Assigns work (typing of correspondence, legal documents, memoranda, etc.) to secretary within the Unit.

Technical Professional Responsibilities

- Conduct research to inform legislative review, opinions and to gather evidence and supporting information as it relates to both legal and quasi-legal matters;
- Provides legal advice and opinions on all areas of labour, employment and social security law and other areas of law affecting the Ministry's policies and programmes;
- Prepares Cabinet Submissions and Legislation Committee Submissions, as required;
- Prepares and issues drafting instructions to the Office of the Parliamentary Counsel, Liaise with the Office of the Parliamentary Counsel in the preparation of amendments to legislation administered by the Ministry or the promulgation of new legislation;
- Assists with the interpretation and administration of the various legislation which fall under the purview of the Ministry which includes but is not limited to the: Labour Relations and Industrial Disputes Act, Employment (Termination and Redundancy) Payments Act, Foreign Nationals and Commonwealth Citizens (Employment) Act, Employment Agencies Regulation Act and the National Insurance Act;
- Reviews and provides feedback on policy to ensure alignment with legislation, policy direction and related statutes, through consultation with the respective programme managers and Ministry staff;
- Liaises with the Attorney-General's Chambers on matters of law affecting laws under the Ministry's portfolio as well as the Ministry's policies and programmes;
- Assists with the preparation of documentation for the initiation/defence of Court proceedings instituted by or against the Minister/Ministry;
- Liaises with the Office of the Director of Public Prosecutions regarding rulings on case files and initiation of proceedings in the courts in relation to the breach of legislation administered by the Ministry;
- Attends Court and conducts proceedings on behalf of the Ministry to interpret, inform and provide advice on legislation governing the National Insurance Scheme and Labour Legislation;
- Instructs the Clerk of Courts in the conduct of criminal proceedings in which the Ministry has an interest;
- Assists with the piloting of Bills before the Legislation Committee of Cabinet and Committees of Parliament to facilitate the enactment of legislation;
- Liaises with the Clerk to the Houses of Parliament in relation to matters to be tabled or debated in Parliament involving legislation administered by the Ministry;

- Attends the sitting of the Senate and the House of Representatives in an advisory capacity whenever the Honourable Minister is piloting legislation relating to the Ministry's policies and programmes;
- Represents the Ministry/Unit at internal and external meetings;
- Conducts training seminars/workshops and makes presentations to internal and external clients.

Required Knowledge, Skills and Competencies

- Excellent research and report writing skills
- Good knowledge of Jamaican law and particularly labour and social security legislation.
- Good knowledge of the Ministry's policies and procedures.
- Excellent presentation, oral and written communication skills.
- Good problem-solving skills and tenacity.
- Good interpersonal skills.
- Excellent teamwork skills.
- Ability to work under pressure.

Minimum Required Qualification and Experience

- Bachelor of Laws (LL.B.).
- Legal Education Certificate (LEC).
- At least two (2) years' experience as a practising Attorney.

Applications accompanied by résumés should be submitted **no later than Friday, 27th August, 2021 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**