



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 323
OSC Ref. C. 6555¹²

27th September, 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 post of **Legal Director (JLG/LO 3)** in the **Legal Services Unit, Ministry of Industry, Investment and Commerce**, salary range \$2,739,230.00 - \$3,256,084 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Legal Officer, assist with co-ordinating Legislation Programmes and providing general legal advice and works in related areas for the Ministry and its Agencies.

Key Responsibilities

Technical/Professional:

- Participates in negotiations and drafts or peruses employment engagement and all other contracts on behalf of the Ministries, their Agencies and Departments ensuring conformity with the related laws and policies and the interest of the Ministries;
- Assists in the preparation of drafting instructions and/or drafting orders for the signature of the Minister, ensuring all necessary/required consultation is done and co-ordinates the printing of bill and gazetting of the Orders;
- Prepares Cabinet Submissions, Legislations Committee Submission and assists in vetting Cabinet Submissions prepared by other Departments and provides feedback to respective personnel before submission to Cabinet;
- Assists in the drafting of new laws and regulations and the amendment of existing law relating to subjects and Departments assigned to the Ministry;
- Assists the Attorney General's Chambers in Civil Cases on behalf of the Ministry and/or its Agencies and Departments, ensuring adequate support to the Attorney General's Chambers as required;
- Attends meeting, conferences, seminars on matters relating to the Ministry, its Agencies and Departments;
- Assists in providing General legal advice and written opinion on matters which may arise in the Ministry or its Agencies;
- Attends Legislation Committee meeting and discusses bill as required;
- Examines and provides technical advice on Bills emanating from other Ministries;
- Attends the sittings of the House of Representatives and the Senate when Bills from the Ministries are being considered;
- Performs any other duties and responsibilities as may be determined by the Senior Legal Officer or Permanent Secretaries from time to time.

Administrative Support:

- Assists in the provisions of administrative support provided to Committees as assigned

Required Knowledge, Skills and Competencies

Core:

- Good research and analytical skills
- Good interpersonal skills
- Excellent oral and written communication skills
- Organizational awareness
- Confidentiality and integrity

Technical:

- Knowledge of the legal framework of Government
- Knowledge of Contract negotiations and drafting
- Knowledge of conveyancing, Commercial Law, Telecommunications Law and Regulations and Intellectual Property Law
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- An Attorney-at-Law licence to practice in the Court of Jamaica;
- A minimum of three (3) years' experience working as a practicing Attorney in the Private or Public Sector.

Applications accompanied by résumés should be submitted **no later than Friday, 8th October, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@moa.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**