



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 362
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25th October, 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 Paralegal Officer (Level 4) in the National Fisheries Authority, 2c Newport East, Ministry of Agriculture and Fisheries**, salary range \$1,106,882- \$1,361,326 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Senior Legal Officer (Level 10), the Paralegal Officer (Level 4), is responsible for providing general administrative and secretarial support to the Legal Services Unit and for the planning and co-ordination of internal and other meetings, conferences, workshops and seminars, relating to the range of functions under the Senior Legal Officer's purview.

The incumbent is required to prepare relevant documents and correspondence and to ensure the efficient flow of information between the Legal Services and internal as well as external clients and stakeholders.

Key Responsibilities

Technical/professional

- Provides administrative support to the Senior Legal Officer and assists with attendant services and activities;
- Provides secretarial and administrative support to internal and external meetings which includes drafting Agenda, recording and transcribing Minutes and circulating documents for meetings, seminars and conferences;
- Organizes the compilation of monthly, quarterly and other reports for the Legal Services Division for submission to the CEO;
- Receives, screens and if necessary, re-directs telephone callers and visitors and logs all calls and messages;
- Receives incoming correspondence and documents and dispatches them to relevant officers;
- Maintains a record of all incoming and outgoing files and correspondence;
- Assists with or undertakes the planning and organizing of hearings, meetings, seminars, training sessions, workshops and other events as required, inclusive of preparing Agenda and material, circulating previous Minutes, arranging venues and refreshments and contacting attendees;
- Takes, prepares and distributes Minutes of meetings;
- Examines and receives documents submitted to the Office;
- Gathers research data as required for the preparation of legal documents;
- Liaises with the Attorney General's Chambers and various Departments and Agencies regarding matters submitted;
- Receives and responds to telephone and email messages;
- Assists with documentation required to meet Legal requirements.
- Assists with the preparation of legal documents eg briefs, appeals, submissions, contracts inter alia;
- Assists with the process of authenticating documents, affixing seal and stamping documents;
- Types and organizes reports, correspondence and other documents;
- Arranges and monitors the logistics for internal and external meetings;
- Maintains an up to date Database of confidential and classified data and records;
- Types and dispatches responses to requests for information;
- Types and organizes responses to requests for information in keeping with the Access to Information Act;
- Reviews operational practices and recommends improvements;
- Prepares statistical data, charts, graphs etc, for inclusion in reports;

- Monitors and reports on the progress of tasks delegated.
- Maintains an effective Filing System to ensure easy access and retrieval of data and documents, files and ensures the security of manual and computerized confidential data and records;
- Schedules and records appointments and manages the Appointment Calendar for the Senior Legal Officer and Legal Officer, providing reminders when the dates are approaching;
- Conducts research, prepares and/or edits reports or other documents as directed.
- Maintains Leave and Attendance Records of staff;
- Monitors requests and maintains stationery and other office supplies for the Office;
- Makes photocopies and scans documents as required;
- Performs other related duties that may be assigned from time to time by the Senior Legal Officer.

Required Knowledge, Skills and Competencies

Core:

- Good customer relations skills
- Strong oral and written communication skills
- Good interpersonal skills
- Good organizational skills
- Good research skills
- Good time management skills
- Ability to effectively work in teams
- Good reporting skills
- Initiative, tact and diplomacy

Technical:

- Knowledge of the policies, programmes and procedures of the National Fisheries Authority and its operations.
- Knowledge of the Staff Orders and the Public Service Regulations
- Knowledge of modern office procedures.
- Knowledge of Data and Records Management.
- Proficiency in the use of relevant computer applications.

Minimum Required Qualification and Experience

- Associate Degree in Public Administration or Business Administration or Management Studies or related field.
- Certification from an accredited School of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at the speed of 100-120 words per minute.
- Training in the use of a variety of software applications
- Three (3) years related experience in a comparable working environment
- **Paralegal training would be an asset.**

OR

- Diploma in Public Administration or Business Administration or Management Studies or related field.
- Certification from an accredited School of Secretariat Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at 100-120 words per minute
- Training in the use of a variety of software applications
- Four (4) years' experience in a comparable working environment
- **Paralegal training would be an asset.**

OR

- Certified Administrative Professional Certificate or equivalent professional qualification.
- Four (4) years' experience in a comparable working environment
- **Paralegal training would be an asset.**

Special Conditions Associated with the Job

- Typical office environment.
- May be required to work extended hours.

Applications accompanied by résumés should be submitted **no later than Friday, 5th November, 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