



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 397**

### **OSC Ref. C. 4468<sup>7</sup>**

22<sup>nd</sup> November, 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 following **vacant** posts in the **Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney General (JLG/LO 5) – (8 posts)** in the **Legal Service Unit (LSU)** of the undermentioned Departments/Ministries, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post:
  - ✓ **Office of the Cabinet**
  - ✓ **Office of the Prime Minister**
  - ✓ **Ministry of Education, Youth and Information**
  - ✓ **Ministry of Tourism**
  - ✓ **Ministry of Culture Gender, Entertainment and Sport**
  - ✓ **Ministry of Transport and Mining**
  - ✓ **Ministry of Local Government and Rural Development**
  - ✓ **Ministry of National Security**
2. **Assistant Attorney General (JLG/LO 4) – Constitutional and Legislative Affairs Division (HQ)**, salary range \$3,420,199 - \$4,065,532 per annum and any allowance(s) attached to the post.
3. **Crown Counsel (JLG/LO 3) – Commercial Affairs Division (HQ)**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.
4. **Administrative Assistant (GMG/AM 4) – (8 post) – Legal Service Unit** of the undermentioned Ministries and Departments, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post:
  - ✓ **Ministry of Education Youth and Information**
  - ✓ **Ministry of Local Government and Rural Development**
  - ✓ **Office of the Cabinet**
  - ✓ **Office of the Prime Minister**
  - ✓ **Ministry of National Security**
  - ✓ **Ministry of Tourism**
  - ✓ **Ministry of Culture, Gender, Entertainment and Sport**
  - ✓ **Ministry of Transport and Mining**

### **1. Senior Assistant Attorney General (JLG/LO 5) – (8 posts)**

#### **Job Purpose**

Under the general direction of the Permanent Secretary with technical oversight from the assigned Deputy Solicitor General in the Attorney General's Chambers (Headquarters), the Head of Legal Services co-ordinates the Legislation Programme, as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their Strategic Objectives. The Head of Legal Services is responsible for the day-to-day operations of the Legal Service Unit. Instructions on the legal priorities of the Ministry, as well as oversight of the work of the Legal Services Unit, are the responsibility of the Permanent Secretary.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares the Unit's Operational Plan and Budget, ensuring their alignment with the Strategic Objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislation Programme ensuring all priority Bills are adequately represented; monitors progress of the

implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office as required;

- Provides legal advice to the Permanent Secretary; Departments and Agencies within the Portfolio purview of the Ministry and other relevant personnel;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Prepares technical Briefs for the Minister as required;
- Participates and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments;
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on its implications.

***Technical:***

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the Mission's critical functions of the Ministry and its entities;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its Entities;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the Legislative Programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Attends sittings of Parliament, including Committees of Parliament and provides clarification on Bills as required;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares Legal Briefs to the Solicitor General through the Permanent Secretary to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares Briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on Draft Bills or draft Policy Papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, Requests under the ATI Act and other Appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of the Ministry and its entities and assists in preparing, collating and executing Affidavits and other evidentiary matters in Litigation;
- Follows up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Prepares Orders for the signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and co-ordinates the Gazetting of the Orders;
- Reviews International Agreements in consultation with the Ministry with responsibility for Foreign Affairs and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Ministry by participating on Inter-Ministerial Committees or Teams in relation to Legislation or Policy in which the Ministry has an interest;
- 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 AGC initiatives;
- Performs any other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General, from time-to-time.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends measures to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;

- Collaborations with the Human Resource Department, develops and implements a Succession Planning Programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals.

### **Required Knowledge, Skills and Competencies**

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Ministry and its Departments and Agencies
- Excellent knowledge of the legal system and the legal framework of Government
- Ability to analyze and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry
- Excellent interpersonal and team management skills
- Excellent leadership skills
- Excellent written and oral communication skills, including 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 judgment 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
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change

### **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Eight (8) years' experience as a practicing Attorney.

## **2. Assistant Attorney General (JLG/LO 4)**

### **Job Purpose**

Under the general direction of the Deputy Solicitor General, Constitutional and Legislative Affairs, the incumbent is responsible for providing legal advice to various Government Ministries, Departments and Agencies (MDAs) on a wide range of legal matters.

### **Key Responsibilities**

#### ***Technical:***

- Advises Ministries, Departments and Agencies on a range of legal issues relating to legislative matters including Cabinet Submissions, Bills, Draft Regulations and Green Papers;
- Attends Committee Meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and Draft Regulations;
- Advises members of Parliament on Draft Legislation and other legal matters;
- Represents the Attorney General's Chambers on working groups to consider the enactment of legislation and the formulation of policy;
- Represents MDAs before the Access to Information Appeal Tribunal;
- Advises the responsible Minister and Appeal Tribunal in respect of Planning, Development and Environmental Appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act;
- Provides legal advice of a more general nature to Committees of Cabinet and MDAs.

**Administrative:**

- Assists with the assignment of legal work in the Division;
- Assists with conducting monthly meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Monitors the performance of direct reports and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other Periodic Reviews;
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Attorney General's Chambers;
- Represents Attorney General's Chambers at meetings, conferences, workshops and seminars in relation to functional area.

**Required Knowledge, Skills and Competencies**

- Sound knowledge of the Laws of Jamaica
- Excellent analytical, problem-solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyze and interpret legal documents
- Excellent interpersonal skills
- Excellent knowledge of laws governing Access to Information
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree from an accredited University;
- Five to six (5-6) years relevant working experience;
- Certificate in Legal Education.

**3. Crown Counsel (JLG/LO 3)****Job Purpose**

Under the general direction and management of the Deputy Solicitor-General (DSG), the Crown Counsel provides advice and guidance on a range of Commercial Law matters to Ministries, Departments, Agencies and Government Companies, including:

- ✓ Providing advice and guidance on a wide range of legal matters relating to International Financial law;
- ✓ Providing advice on legal matters relating to the drafting and enactment of legislation relating to commercial matters;
- ✓ Representing the Government in Court on Commercial matters.

**Key Responsibilities*****Technical/Professional:***

- Issues opinions and advises Ministries, Departments, Agencies and Government Companies on commercial matters;
- Represents the Government in negotiating Commercial transactions;
- Advises on the sale/divestment and acquisition of Government assets;
- Reviews Commercial Agreements and other commercial documents;
- Negotiates settlements ;
- Reviews Loan Agreements;
- Represents the Government at meetings on Boards and other Bodies;
- Conducts a range of legal research to provide legal guidance;
- Prepares legal opinions relating to Commercial Law.

***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Contributes to teambuilding exercises for the Division;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

**Human Resource:**

- Participates in the preparation and implementation of presentations on role of the Division/Unit for the Orientation/On-boarding Programme;
- Contributes and maintains a harmonious working environment;

**Required Knowledge, Skills and Competencies**

- Good interpersonal and teamwork skills
- Strong analytical and problem-solving skills
- Sound planning, organizing and time management skill
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Good legal research and analytical skills
- Sound knowledge of the Laws of Jamaica and the broad field of law or practice relating to Commercial matters
- Sound knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and assigned LSUs
- Sound knowledge of the English Legal System and the legal framework of Government
- Excellent oral and written communication including 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
- A good understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Sound 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;
- Three (3) years' experience at the Bar.

**4. Administrative Assistant (GMG/AM 4) – (8 posts)****Job Purpose**

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant:

- Provides administrative support, paralegal and secretarial services that enhance the Senior Assistant Attorney General's Office and the operations of the Legal Service Unit (LSU) in general;
- Co-ordinates the activities of the Office, organizes meetings and manages/monitors the Senior Assistant Attorney General's calendar, drafts reports and other documentation;
- Serves as liaison between the LSU and the AGC-HQ;
- Undertakes research on routine legal matters and drafts Briefs;
- Ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry, its Departments and Agencies.

**Key Responsibilities**

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant Attorney General;
- Prepares audio-visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences and interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant Attorney General and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are often times confidential;
- Produces and distributes Action Sheets, notes/Minutes of meetings; follows up on actions to be taken;

- Co-ordinates all activities related to the preparation of the LSU's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, Leave Schedules and Training Needs Analysis, to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these Submissions;
- Ensures Cabinet decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant Attorney General to LSU staff, AGC-HQ staff, external clients/customers, stakeholders and others, on matters related to the Senior Assistant Attorney General's Office;
- Functions as liaison for smooth communication between the Senior Assistant Attorney General and the responsible Deputy Solicitor General, internal Divisions of the Ministry, in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant Attorney General's Office are received and screened; information or access is provided; referrals to appropriate staff effected and/or other action taken as deemed appropriate;
- Works closely with the Senior Assistant Attorney General to keep him/her well informed of upcoming commitments and Schedules and follows-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant Attorney General and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant Attorney General;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and Records Management Systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates Databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the Office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures, practices and protocols to be able to respond appropriately to enquiries, requests or issues.

***Paralegal:***

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant Attorney General;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for Legal Hearings and Consultations;
- Keeps and monitors Law Volumes to ensure that Law Library is up-to-date and Volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders, i.e. Attorneys and other parties, in facilitating the review or development of legal documents;
- Maintains the Attorney General Chamber's files and records in a confidential, secure and reliable manner, in accordance with established Records Management principles to ensure expeditious retrieval of files.

**Required Knowledge, Skills and Competencies**

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in Budget Cash Flow preparation
- Knowledge of Office Management and Administrative procedures and practices
- Knowledge of the principles and practices of Public Administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including Commercial Law, Public Law and Civil Proceedings

- Good Knowledge of drafting legal documents
- Working knowledge of GOJ operations and Public Sector issues

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification or training;
- Three (3) years' experience in a related field.

Applications accompanied by résumés should be submitted **no later than Friday, 10<sup>th</sup> December 2021 to:**

**Director, Human Resource Management and Development  
Attorney General's Chambers  
Ministry of Justice Building  
61 Constant Spring Road  
Kingston 10**

Email: [hrm@agc.gov.jm](mailto: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**