



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 422

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6th December, 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 **Senior Assistant Attorney General (JLG/LO 5) – (2 posts) – (Not Vacant)** in the **Litigation and State Proceedings Division, Attorney General's Chambers (AGC)**, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General, Litigation and State Proceedings, the Senior Assistant Attorney-General, Litigation, guides direct reports, prepares for and conducts trials and advises on pleadings and other Court filings for a range of complex legal claims brought by or against the Government of Jamaica (GOJ). The incumbent also assists in the management of the Litigation and State Proceedings Division.

Key Responsibilities

Technical:

- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law in presenting arguments on behalf of Ministries, Departments and Agencies (MDAs) of Government;
- Performs initial review of incoming cases to assess the type of case, identify legal issues and litigation strategies and determines pending deadlines and initial Court appearances;
- Drafts pleadings and other Court documents;
- Prepares written opinions and advises MDAs on a wide range of legal matters;
- Prepares skeleton arguments and written submissions in major litigation matters;
- Appears as Counsel at the Industrial Disputes Tribunal, the Supreme Court, Court of Appeal, the Judicial Committee of the Privy Council and arbitrations;
- Negotiates settlements and settles Claims;
- Assists with the assignment of cases to Attorneys after evaluating their capacity, level of experience and interest;
- Assists with the monitoring of case load/capacity of Attorneys and Paralegals;
- Provides quality control assistance to the Deputy Solicitor General and supervises a team of Attorneys;
- 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;
- Provides guidance, strategy advice, feedback and general litigation assistance to Attorneys and Paralegals in the Attorney General's Chambers, as necessary.

Administrative:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies to improve performance of direct reports;
- Co-ordinates the development of Individual Work Plans, recommends performance targets for direct reports and facilitates the timely and accurate completion of staff Performance Appraisals;
- Convenes Team Meetings to ensure proper assignment of Court matters and to discuss pressing legal and administrative matters;
- Assists with conducting (weekly) Litigation Meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Liaises with MDAs in relation to legal matters referred to the Attorney General's Chambers;
- Sits on the AGC's Executive Committee;

- Represents the Attorney General's Chambers at meetings, conferences, workshops and seminars in relation to functional area.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Strong leadership and customer relations skills
- Excellent planning, organizing, judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to advocacy and litigation
- Excellent knowledge of the English 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 GOJ
- Excellent presentation and advocacy skills
- Excellent written and verbal communication skills, including 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 organizational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organizations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment
- 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
- Advanced 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;
- Eight (8) years' experience as a Trial Lawyer.

Applications accompanied by résumés should be submitted **no later than Friday, 17th December 2021 to:**

**Director, Human Resource Management and Administration
Attorney General's Chambers
First Floor, North Tower
2 Oxford Road (NCB Towers)
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**