



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 38**

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

28<sup>th</sup> January 2022

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/fill the following posts in the **Attorney General's Chambers (AGC)**:

1. **Crown Counsel (JLG/LO 3) - Ministry of Industry, Investment and Commerce - Legal Service Unit (LSU) - (Not Vacant)**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.
2. **Assistant Crown Counsel (JLG/LO 2) - Ministry of Labour and Social Security - Legal Services Unit (LSU) - (Vacant)**, salary range \$2,372,868 - \$2,820,594 per annum and any allowance(s) attached to the post.

### 1. **Crown Counsel (JLG/LO 3)**

#### **Job Purpose**

Under the general direction and management of the Senior Assistant Attorney-General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the Strategic Management of a discrete Ministry.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- 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;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares Legal Briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the Deputy Solicitor-General;
- Prepares Briefs for the review of the Senior Assistant Attorney-General for the attention of 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;
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-ups and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to Ministry on all areas of law;
- 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 Attorney General's Chambers (AGC) initiatives.

***Administrative:***

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and teamwork skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

***Technical:***

- Excellent legal research and analytical skills
- Excellent knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs
- Knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs
- Excellent knowledge of the English Legal System and the legal framework of Government
- Excellent written and verbal 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
- 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
- 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 progressive experience at the Bar.

**2. Assistant Crown Counsel (JLG/LO 2)**

**Job Purpose**

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the Strategic Management of a discrete Ministry.

**Key Responsibilities**

***Technical/Professional:***

- Researches and drafts legal advice and opinions on laws/regulations, proposed policies, programmes and general issues of the Ministry and its subjects;
- Assists in the drafting, review or preparation of Contracts, Agreements or Memoranda of Understanding;
- Reviews, undertakes additional research and prepares draft comments on Cabinet Submissions that are submitted to the Ministry for comment;

- Prepares correspondence, participates in meetings, responds to queries and generally assists the Senior Legal Officers in relation to matters of co-operation between Legal Units in various Ministry's, Departments and Agencies;
- Researches and provides written or oral briefs to key stakeholder in the Ministry on relevant legal aspects of policy or comparative legal positions in other relevant jurisdictions to assist in policy or legislative development;
- Assists in organizing meetings of the Ministry's Legislative Committee;
- Manages the maintenance of the Records and Minutes of such meetings and the dissemination of the Minutes to Committee Members;
- Follows-ups with Committee Members from the various Divisions and Departments/subjects of the Ministry to gather and collate the legislative items for action;
- Assists in the management and updating of the files relating to items on the Annual Legislative Programme and preparing the quarterly updates on the progress made in the Programme;
- Drafts or vets legal documentations to be used for official purposes;
- 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.

***Administrative:***

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

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and teamwork skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

***Technical:***

- Good legal research and analytical skills
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs
- Good knowledge of the English legal system and the legal framework of Government
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ
- 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
- Sound IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal

**Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education.

Applications accompanied by résumés should be submitted **no later than Thursday, 10<sup>th</sup> February, 2022 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.

A handwritten signature in black ink, appearing to be 'MT' or similar, with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer