



## 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. 10**

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

6<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 fill the following **vacant** posts in the **Headquarters (HQ), Attorney General's Chambers (AGC)**:

1. **Executive Assistant (GMG/SEG 2) – Attorney General's Office**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Executive Assistant (GMG/SEG 2) – Solicitor General's Office**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 4) – Legal Division – (5 posts)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
4. **Administrative Assistant (GMG/AM 3) – Corporate Services Division – (2 post)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
5. **Senior Paralegal Officer (PLG/LS 5) – Litigation Division**, salary range \$1,116,595 - \$1,327,281 per annum and any allowance(s) attached to the post.
6. **Paralegal Officer (PLG/LS 4) – Litigation Division – (5 posts)**, salary range \$938,118 - \$1,115,128 per annum and any allowance(s) attached to the post.
7. **Stores Officer (PIDG/RIM 2) – Corporate Services Division**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.
8. **Records Officer 1 (PIDG/RIM 2) – Corporate Services Division – (2 post)**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.
9. **Office Attendant 1 (LMO/TS 1) – Corporate Services Division**, salary range \$9,781 - \$11,067 per week.

### **1. Executive Assistant (GMG/SEG 2) – Attorney General's Office**

#### **Job Purpose**

Under the general direction of the Attorney General, the Executive Assistant is responsible for strategically co-ordinating and monitoring the operations of the Office of the Attorney-General in the furtherance of the Vision and Mission of the Attorney General's Chambers.

#### **Key Responsibilities**

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

- Liaises with the appropriate Ministries, Departments and Agencies (including, but not limited to the Office of the Parliamentary Council, Auditor General's Department, Cabinet Office) to elicit advice/feedback on matters affecting the AGC;
- Monitors responses to queries from the Auditor General and Integrity Commission by communicating with relevant officers in the AGC and ensures the provision of prompt and accurate information and data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Attorney General is provided with accurate information;
- Researches, prepares and submits Position Papers, reports, Briefs and meeting agendas as required;
- Responds to queries by analyzing highly technical reports and preparing responses accordingly;

- Routes and obtains timely responses to requests to MDAs for comments, reports and Briefs, for the attention of the AG;
- Co-ordinates and collaborates with other Senior Executives in the AGC on projects and assignments, to ensure timely responses;
- Manages short-term projects and programmes being managed by the AGC;
- Proactively prioritises conflicting needs of an administrative and quasi technical nature by ensuring that same are handled expeditiously and are followed through to successful completion;
- Participates in the preparation of speeches and speaking notes as requested by the Attorney General;
- Responds generally to the demands of the Attorney-General's Office.

***Management/Administrative:***

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Attorney General;
- Prepares the annual Budget for the Attorney General's Office;
- Prepares and submits performance and other reports relating to the achievement of targets for the AGC and its Agencies as required and ensures timely submission of all documents/information requested from the Attorney General's Office;
- Participates in and co-ordinates the development of the strategic direction of the AGC;
- Reviews and assesses the output of the Attorney-General's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Guides the development, implementation and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Attorney General's Office;
- Ensures the smooth operations of the Attorney-General's Office in the absence of the Attorney-General;
- Establishes and maintains quality customer service principles, standards and measurements for the Attorney General's Office;
- Assists with the co-ordination of senior and other management team meetings;
- Represents the AGC at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

***Paralegal:***

- Assists in the preparation of legal documents, under the guidance of the Attorney General;
- Conducts research into legislation and other sources of law as directed;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles and relevant documents for review by the Attorney General;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Liaises on an on-going basis with key stakeholders, i.e. Attorneys-at-Law and other parties, in facilitating review or development of legal documents.

**Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team
- Integrity
- Compliance
- Excellent interpersonal skills
- Change Management

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Sector Management, Business Administration, Management Studies or related field of Social Science;
- Five (5) years' experience in Public Administration or equivalent environment.

## **2. Executive Assistant (GMG/SEG 2) – Solicitor General’s Office**

### **Job Purpose**

Under the general direction of the Solicitor General, the Executive Assistant is responsible for strategically co-ordinating and monitoring the operations of the Solicitor General’s Office in furtherance of the Vision and Mission of the Attorney-General’s Chambers.

### **Key Responsibilities**

- Liaises with the appropriate Ministries, Departments and Agencies (to elicit advice/feedback on matters affecting the AGC;
- Prepares and submits reports, Briefs and meeting agendas as required;
- Responds to queries by analyzing highly technical reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the SG;
- Co-ordinates and collaborates with other senior executives in the AGC on projects and assignments, to ensure timely responses;
- Manages short-term projects and programmes being managed by the Solicitor General;
- Proactively prioritises conflicting needs of an administrative and quasi technical nature by ensuring that same are handled expeditiously and are followed through to successful completion;
- Participates in the preparation of speaking notes as requested by the SG;
- Responds generally to the demands of the SG’s Office.

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

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the SG;
- Assists in the preparation of the annual Budget for the SG’s office;
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the SG;
- Prepares and submits performance and other reports relating to the achievement of targets for the AGC and its agencies as required and ensures timely submission of all documents/information requested from the SG’s Office;
- Participates in and co-ordinates the development of the strategic direction of the AGC;
- Reviews and assesses the output of the SG’s Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Guides the development, implementation and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the SG’s Office;
- Ensures the smooth operations of the SG’s Office in the absence of the Solicitor General;
- Establishes and maintains quality customer service principles, standards and measurements for the SG’s Office;
- Assists with the co-ordination of senior and other management team meetings;
- Represents the AGC at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

### ***Paralegal:***

- Assists in the preparation of legal documents under the guidance of the SG;
- Conducts research into Legislation and other sources of law as directed;
- Researches, gathers and analyzes research data, inclusive of statutes, legal articles and relevant documents for review by the SG;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in the preparation for legal hearings and consultations;
- Liaises on an on-going basis with key stakeholders, i.e. Attorneys-at-Law and other parties, in facilitating review or development of legal documents.

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

- Excellent oral and written communication skills
- Customer and Quality Focus
- Ability to work in a team
- Integrity
- Compliance
- Excellent interpersonal skills

- Change Management

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

- Bachelor's Degree in Public Sector Management, Business Administration, Management Studies or related field of Social Science;
- Five (5) years' experience in Public Administration or equivalent environment.

### **3. Administrative Assistant (GMG/AM 4)**

#### **Job Purpose**

Under the general supervision of the Deputy Solicitor General (DSG), the Administrative Assistant provides administrative support, paralegal and secretarial services that enhance the DSG's Office and the operations of the Division in general. The Administrative Assistant co-ordinates the activities of the Office, organizes meetings and manages/monitors the DSG's calendar, drafts reports and other documentation; serves as liaison between the Division and the assigned LSUs; 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 Division and the assigned LSUs.

#### **Key Responsibilities**

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

- Manages the calendar of schedules and appointments on behalf of the DSG;
- 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 DSG 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 Division's Budget, Corporate and Operational Plans and Individual Work Plans, to ensure submission within stipulated deadlines;
- Communicates directly on behalf of the DSG to the Division and LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the DSG's Office;
- Functions as a liaison for smooth communication between the DSG, the assigned LSUs and the Internal Divisions of the AGC in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the DSG's Office are received and screened; information or access is provided; referrals to appropriate staff effected and/or other action are taken as deemed appropriate;
- Works closely with the DSG to keep him/her well informed of upcoming commitments and schedules and follows-up as appropriate;
- Processes all correspondence addressed to the DSG and routes correspondence and documents as appropriate, to allow for the efficient operation of the Division;
- Conducts on-line and off-line research on routine matters at the request of the DSG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division to ensure that matters are settled in accordance with service standards;
- 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 Division'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 DSG;
- 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.

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

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and initiative
- Ability to work in a team
- Proficiency in the use of relevant computer applications

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

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, Paralegal qualification or training and one (1) year's related work experience;
- or**
- Diploma in Administrative Management, Business Administration or related Social Science discipline, Paralegal qualification or training and three (3) years' related work experience.

#### **4. Administrative Assistant (GMG/AM 3)**

##### **Job Purpose**

Under the supervision of the Director, Human Resource Management and Development, the Administrative Assistant provides administrative support services that enhance the Director's Office and the operations of the Division in general; co-ordinates the activities of the office; drafts reports and other documentations and undertakes research to support the work of the Director and to allow for the efficient operation of the Division.

##### **Key Responsibilities**

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

- Manages the calendar of schedules and appointments on behalf of the Director;
- Prepares Briefs and supporting documents for scheduled appointments and meetings;
- Conducts research and prepares presentations as appropriate;
- Prepares documents and makes arrangements for interviews;
- Assists with the preparation of documents and presentations for the Orientation programme.
- Reviews, collates and edits reports on behalf of the Director;
- Composes and prepares correspondence, memoranda and other documents;
- Produces and distributes Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the Section's Budget, Corporate and Operational Plans, Individual Work Plans and performance appraisal reports to ensure submission within stipulated deadlines;
- Functions as a liaison between the Director's Office and Internal Divisions in a manner that serves to maintain credibility and trust with senior management and staff;
- Ensures visitors and incoming calls to the Director's Office are received and screened; information or access is provided; referrals to appropriate staff effected and/or other action are taken as deemed appropriate;
- Processes all correspondences addressed to the Director to allow for the efficient operation of the Division;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division to ensure that matters are settled in accordance with service standards;
- Opens and updates files and maintains records management systems, in accordance with established policies and standards;  
Maintains and updates databases in accordance with established policies and standards;
- Demonstrates professionalism, credibility and integrity in the performance of functions;
- Maintains knowledge of the Section's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries and requests.

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

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer relations skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent judgment and initiative
- Ability to work in a team
- Proficiency in the use of relevant computer applications

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

- Diploma or Certificate in Public Sector Management, Business Administration, Human Resource Management or equivalent qualification from a recognized institution;
- One (1) year experience in a related field.

## **5. Senior Paralegal Officer (PLG/LS 5)**

### **Job Purpose**

Under the general direction of the Deputy Solicitor General-Litigation, the Senior Paralegal Officer is responsible for providing legal administrative support to the Accountant General's Chambers. The Senior Paralegal Officer is also responsible for creating and maintaining support systems and processes which assist the work of the Legal Officers and support the smooth working of the administrative functions.

### **Key Responsibilities**

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

- Assists in the preparation of Court documents/bundles, under the guidance of the Legal Officers;
- Conducts research into legislation and other sources of law as directed;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles, and relevant documents for review by the Legal Officers;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Keeps and monitors legal volumes to ensure that Law Library is up-to-date;
- Serves documents as directed by Legal Officers;
- Files documents in Parish Courts, Supreme Court, Court of Appeal and ensures copies are duly certified and returned to the Registrar;
- Assists with preparation of estimates/projections in respect of judgement debts;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers where necessary;
- Processes general inquiries and requests as directed;
- Liaises on an on-going basis with key stakeholders, i.e. Attorneys and other parties in facilitating review or development of legal documents.

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

- Good interpersonal skills
- Excellent oral and written communication skills
- Excellent research skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Proficiency in the use of relevant computer applications

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

- Diploma in Paralegal Studies from an accredited institution;
- Five (5) years' experience in a law office or legal environment.

## **6. Paralegal Officer (PLG/LS 4)**

### **Job Purpose**

Under the general direction of the Administrative Assistant, the Paralegal Officer is responsible for providing administrative legal support to the AGC. The Paralegal Officer is also responsible for creating and maintaining support systems and processes which assist the work of the Legal Officers.

### **Key Responsibilities**

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

- Assists in the preparation of legal documents, under the guidance of the Legal Officers;
- Conducts research into Legislation and other sources of law as directed;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles and relevant documents for review by the Legal Officers;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Keeps and monitors Legal Volumes to ensure that Law Library is up-to-date;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers, where necessary;
- Processes general inquiries and requests as directed;
- Liaises on an on-going basis with key stakeholders, i.e. Attorneys and other parties, in facilitating review or development of legal documents.

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

- Good interpersonal skills
- Good oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and initiative
- Proficiency in the use of relevant computer applications

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

- Four (4) CSEC subjects, including English Language;
- Legal or Paralegal qualification or training;
- Three (3) years' experience in a law office or legal environment.

## **7. Stores Officer (PIDG/RIM 2)**

### **Job Purpose**

Under the general direction of the Manager, Administration and Office Services, the Stores Officer is responsible for ensuring the efficient and effective functioning of the Stores Unit by managing and controlling the Entity's supplies. The Officer is also responsible for ensuring that the inventory levels are monitored and procurement requests made when necessary.

### **Key Responsibilities**

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

- Keeps inventory records up to date;
- Supervises the logistics and warehousing/stores for AGC consumables and general supplies;
- Keeps track of supply quality, quantity, stock levels, delivery times, transport costs and efficiency;
- Optimizes and co-ordinates mechanisms to support a supply order cycle;
- Arranges and monitors systems and procedures to facilitate warehousing and cataloguing of goods;
- Maintains metrics and analyzes data to assess efficiency of warehousing/stores operations and recommends improvements;

- Complies with laws, regulations and guidelines relating to the dissemination and use of public resource/supplies;
- Works proactively with the various Division/Units to realize efficiencies and manage expectations.

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

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer relations skills
- Good planning, organizing and co-ordinating skills

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

- Four (4) CSEC or GCE O' Level subjects, including English Language and a numeric subject;
- One (1) year experience in a related environment.

### **8. Records Officer 1 (PIDG/RIM 2)**

#### **Job Purpose**

Under the general direction of the Director, Documentation and Access Services, the Records Officer 1 will be responsible for the maintenance of the AGC's Document and Mail Management Systems.

#### **Key Responsibilities**

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

- Maintains the physical organization and structure of the Filing System and Records Room;
- Organizes, scans, indexes and classifies active and inactive paper or electronic documents and data for operational and administrative files;
- Receives, logs and circulates regular and urgent mail within the AGC;
- Maintains a log of activities concerning the movement of operational and administrative files and submits Monthly/Quarterly Reports;
- Composes new files for new matters received by the entity;
- Conducts audits and inventories to prevent discrepancies in the Entity's Filing System;
- Collates information from records inventory conducted;
- Checks continuously that location inventory records are correct and current.

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

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong problem-solving skills
- Strong customer relations skills
- Proficiency in the use of relevant computer applications

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

- Four (4) CSEC or GCE O' Level subjects, including English Language and a numeric subject;
- One (1) year experience in a related environment.

### **9. Office Attendant 1 (LMO/TS 1)**

#### **Job Purpose**

Under the general direction of the Manager- Administration and Office Services, the Senior Office Attendant is responsible for providing support services by maintaining the office, office furniture, and its environs, preparing refreshments and conference rooms for meetings and facilitating the movement of records/mail.

## **Key Responsibilities**

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

- Cleans office furniture, equipment and fixtures;
- Washes and sanitizes utensils and kitchenette;
- Secures utensils and provisions supplied for the serving of refreshments;
- Prepares and serves refreshment;
- Circulates and delivers mail and memoranda;
- Sorts and collects mail;
- Assists with making photocopies and binding documents;
- Collects and delivers toiletries;
- Takes documents and files to other offices on the compound and where appropriate to Photocopy Room and back to offices;
- Serves meetings within the conference room(s);
- Assists in directing visitors and staff;
- Attaches notices to internal boards and updates display boards weekly;
- Collects and delivers files as requested.

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

- Good oral and written communication skills
- Ability to understand and follow instructions
- Good interpersonal, people management and customer relations skills

## **Minimum Required Qualification and Experience**

- Successfully completed Secondary School education.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19<sup>th</sup> January 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**

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**