



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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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/be assigned to the following posts in the **Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney General (JLG/LO 5)** in the **Legal Service Unit (LSU)** of the undermentioned Office and Ministries, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post:
 - ✓ **Office of the Services Commissions (Central Government)**
 - ✓ **Ministry of Foreign Affairs and Foreign Trade**
 - ✓ **Ministry of Industry, Investment and Commerce**
 - ✓ **Ministry of Agriculture and Fisheries**
 - ✓ **Ministry of Justice**
 - ✓ **Ministry of Economic Growth and Job Creation**
2. **Senior Assistant Attorney General (JLG/LO 5) – Litigation and State Proceedings Division (HQ)**, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post.
3. **Director, Corporate Services (GMG/SEG 5) – Corporate Services Division (HQ)**, salary range \$3,706,560 – \$4,405,935 per annum and any allowance(s) attached to the post.
4. **Assistant Attorney General (JLG/LO 4) – Commercial Division**, salary range \$3,420,199 - \$4,065,532 per annum and any allowance(s) attached to the post.
5. **Assistant Attorney General (JLG/LO 4)** in the **LSU** of the undermentioned Ministries, salary range \$3,420,191 - \$4,065,532 per annum and any allowance(s) attached to the post:
 - ✓ **Ministry of Health and Wellness**
 - ✓ **Ministry of Education and Youth**
 - ✓ **Ministry of Finance and the Public Service**
 - ✓ **Ministry of Science Energy and Technology**
6. **Crown Counsel (JLG/LO 3) – (5 posts: 1 Vacant; 4 Not Vacant)** in the **Litigation and State Proceedings Division (HQ)**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.
7. **Crown Counsel (JLG/LO 3)** in the **LSU** of the undermentioned Ministries, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post:
 - ✓ **Ministry of Local Government and Rural Development**
 - ✓ **Office of the Cabinet**
 - ✓ **Ministry of Tourism**
 - ✓ **Ministry of Science Energy and Technology**
 - ✓ **Ministry of Economic Growth and Job Creation**
8. **Assistant Crown Counsel (JLG/LO 2) – Litigation and State Proceedings Division (HQ)**, salary range \$2,372,868 - \$2,820,594 per annum and any allowance(s) attached to the post.
9. **Assistant Crown Counsel (JLG LO 2)** in the **LSU** of the undermentioned Ministries, salary range \$2,372,868 - \$2,820,594 per annum and any allowance(s) attached to the post:
 - ✓ **Ministry of National Security**
 - ✓ **Office of the Prime Minister**
10. **Information Technology Specialist (MIS/IT 4) – Corporate Services Division (HQ)**, salary range \$1,710,225 - \$2,032,920 per annum and any allowance(s) attached to the post.

11. Administrative Assistant (GMG/AM 4) in the **LSU** of the undermentioned Office and Ministries, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post:

- ✓ **Office of the Services Commissions (Central Government)**
- ✓ **Ministry of Industry, Investment and Commerce**
- ✓ **Ministry of Agriculture and Fisheries**
- ✓ **Ministry of Justice**

1. Senior Assistant Attorney General (JLG/LO 5) – (6 vacant 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.

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;
- Performs any other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General, from time-to-time.

Required Knowledge, Skills and Competencies

- Excellent legal research 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. Senior Assistant Attorney General (JLG/LO 5) – Litigation and State Proceedings; (4 posts – 2 Vacant; 2 Not Vacant)

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 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 determine 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, strategic advice, feedback and general litigation assistance to Attorneys and Paralegals in the AGC, as necessary.

Human Resource:

- 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 AGC;
- Sits on the AGC's Executive Committee;
- Represents the AGC 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 and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research and analytical 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, 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 organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; 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 Information Technology (IT) skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Eight (8) years' post qualification experience as a Trial Lawyer.

3. Senior Director, Corporate Services (GMG/SEG 5) – (Vacant)**Job Purpose**

Under the general direction of the Solicitor General, the Senior Director, Corporate Services, will have primary responsibility for the strategic development and management of the AGC's manpower, information communication technology, physical infrastructure resources and for ensuring the Organization's Communication and Customer Service Strategies and Programmes, as well as the provision of human capacity building solutions, are aligned to national priorities, business needs and the AGC's strategic direction.

Key Responsibilities**Technical/Professional:**

- Leads the preparation of Budgets and Cash Flows in line with the GOJ's guidelines, as well as in accordance with the AGC's Corporate/Business Plan, policy priorities and resource availability;
- Oversees control over the level of public expenditure, by ensuring that expenditures are kept within budgetary limits and stated policy priorities;
- Leads the development and implementation of Financial Management Systems and Procedures to ensure that the AGC has a proper and effective system of internal control;
- Ensures compliance with the Public Procurement Act and Regulations in the procurement of goods, services and works, and the efficient, effective and economical utilisation of assets and other resources;
- Leads the development and implementation of a comprehensive Human Resource (HR) strategy to support the recruitment, on-boarding, retention, talent management, HR Records Management, staff welfare, benefits, training and performance assessment;
- Ensures all HR policies and procedures are compliant with GOJ Guidelines, are in place, understood and implemented to ensure good practices and wellbeing of all staff and key stakeholders;
- Ensures the hiring of high calibre staff in accordance with the objectives of the Ministry of Justice and AGC;

- Drives the implementation of a Human Resource Management Information System to all internal stakeholders and provides continuous input to improving its efficiency and effectiveness;
- Ensures the development and delivery of best/next practice people and culture strategies and programmes that maximize individual and organisational capability;
- Oversees the implementation and monitoring of a Succession Planning Programme to ensure continuity of skills, competencies and career advancement of employees within the AGC;
- Oversees the administration of discipline and grievance procedures in accordance with GOJ Guidelines, ensuring consistency, fairness and equity in the workplace;
- Co-ordinates regular General Staff Meetings and Ad-hoc Meetings as necessary, to discuss challenges and achievements to build a culture of inclusion and co-operation;
- Ensures that physical facilities and assets are maintained and managed effectively, so that the AGC's operations are conducted in a secure, comfortable and functional work environment;
- Leads the development, implementation and monitoring of an Inventory Management System to ensure effective usage and control;
- Ensures the procurement and maintenance of office and plant equipment, which will facilitate a harmonious and productive environment;
- Leads the development, implementation and monitoring of Emergency and Disaster Management Procedures for protection of stakeholders and property throughout the AGC;
- Ensures that Safety and Health Standards are maintained by recommending equipment and safety measures to be pursued by staff;
- Oversees the management of contracts and stakeholder relationships, ensuring that the communication channels are clearly defined;
- Ensures the provision of efficient and cost-effective transportation of property and employees in the execution of their agreed duties;
- Oversees the development, implementation and monitoring of Records and Information Management Systems and Procedures in relation to review, appraise, retain, track, retrieval, disposal and storage of vital records;
- Ensures the provision of public access to records and information in accordance with the legislative requirements of the Access to Information Act;
- Oversees the provision of an effective Corporate Communication and Public Relations to support the machinery of the AGC;
- Ensures that appropriate Communication and Knowledge Management Systems are in place to facilitate the dissemination of accurate and timely information within the AGC to the parent Ministry and to the media/general public;
- Ensures the provision of leadership and guidance to all Divisions/Units within the AGC on Communication and Public Affairs matter;
- Leads the development and embeds a culture of Customer Focus and Performance Management to ensure high quality and continuous improvement in service delivery;
- Ensures continued development, implementation and monitoring of a long-term Information Communication Technology (ICT) strategy which supports the AGC's strategic directions;
- Ensures cost effective, best/next practice and sustainable ICT capability for internal and external stakeholders.

Management/Administrative:

- Assists in the development and revision of objectives and strategies guiding the AGC's Strategic/Operational Plan, as part of the Senior Management Team;
- Plans, organises, directs and monitors the work of the Corporate Services Division by overseeing the development of Corporate/Business, Operational and Work Plans and Budget;
- Participates in the quarterly evaluation of the performance of Programme Managers in achieving the objectives and strategies in the Strategic/Operational Plan;
- Advises and guides the AG, SG and other members of the Management Team on the formation, development and application of policy and strategic decisions relating to Corporate Services;
- Prepares Progress, Annual, Special and other Reports as necessary;
- Represents the AG or SG at meetings, conferences, workshops and seminars as required.

Human Resource:

- 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;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;

- Participates in the recruitment and training of staff of the Division;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the Development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the Staff Annual Performance Appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong leadership and customer relations skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Excellent analytical, judgment, decision making and problem-solving skills
- Excellent planning and organizing skills
- Strong quality focus skills
- Ability to effectively lead, manage and motivate staff and influence others
- Demonstrate a high level of integrity and confidentiality
- Ability to demonstrate good persuasive, negotiating and conflict resolution skills
- Working knowledge of Government Administration, Financial Accounting and Public Procurement Act and Regulations
- Comprehensive understanding of the principles of effective HRM and understanding of corporate functions and their potential strategic contribution
- Practical knowledge of Information Technology and productivity solutions
- Ability to monitor and report on project Budgets across the portfolio at stakeholder and Sponsor levels

Minimum Required Qualification and Experience

- Master's Degree in Management Studies/Business Administration/Public Administration/ Public Sector Management or related disciplines from a recognized tertiary institution;
- Training in Leadership/Supervisory Management;
- Seven (7) years related experience, with at least three (3) years senior management experience;

OR

- Bachelor's Degree in Management Studies/Business Administration/Public Administration/ Public Sector Management or related disciplines from a recognized tertiary institution;
- Training in Leadership/Supervisory Management;
- Ten (10) years related experience, with at least five (5) years senior management experience.

4. Assistant Attorney General (JLG/LO 4) – Commercial Affairs Division – (Vacant)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor General (Commercial Affairs Division), the Assistant Attorney General is responsible for:

- Providing advice and guidance on a wide range of legal matters relating to Commercial Law and International Financial Law to MDAs;
- Providing advice on legal matters relating to the drafting and enactment of Government Legislation to manage and regulate commercial transactions;

Key Responsibilities

Technical:

- Issues opinions and advises Ministries, Departments and 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.

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 other documents as required;
- Prepares and delivers legal presentations as needed.

Human Resource:

- Participates in the evaluation and monitoring of staff performance
- Participates in the co-ordination of Work Plans;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes to and maintains a harmonious working environment.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills
- Strong leadership and customer relations skills
- Excellent planning, organizing and time management skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Excellent legal research skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Law or practice relating to Commercial Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry
- 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
- Good strategic and analytical skills to enable them to advise on complex issues
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; 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
- 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;
- Five to six (5 - 6) years progressive experience at the Bar.

5. Assistant Attorney General (JLG/LO 4) – (LSU – 4 Vacant posts)

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Attorney General 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:

- 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 subjects;
- Prepares written opinions and advice on a range of complex 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 the 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 and 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 DSG;
- 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;
- Responds to queries or provides 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 up 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 the 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;
- Recommends remedies to rectify identified deficiencies and breaches;
- 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.

Management/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.

Human Resource Management:

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the co-ordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the Development and Succession Planning for the LSU to ensure adequate staff capacity;
- Participates in the preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes to and maintains a harmonious working environment.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Law or practice relating to Constitutional and legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry
- 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 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
- Good strategic and analytical skills to enable them to advise on complex issues
- Good organisational 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;
- Five to six (5 - 6) years progressive experience at the Bar.

6. Crown Counsel (JLG/LO 3) – Litigation and State Proceedings - (5 posts – 1 Vacant; 4 Not Vacant)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor General, Litigation and State Proceedings, the Crown Counsel works with MDAs and LSUs to identify, investigate, negotiate and litigate a range of legal matters.

Key Responsibilities

Technical:

- Conducts a range of legal research to aid the advocacy and litigious processes;
- Advocates in the Courts of Jamaica by employing knowledge of the Law, relevant documentation and examples of relevant Case Law in arguing the GOJ's case;
- Files documents in the Supreme Court and where necessary, in the Parish Courts, defending claims brought against the GOJ, its Ministries, Departments and Agencies;
- Initiates legal proceedings in the Supreme Court and/or Parish Court on behalf of the Attorney General;
- Interviews witnesses, records Preliminary Statements from witnesses, reviews documents and interviews clients;

- Writes for instructions and follows up with key stakeholders in relation to claims filed or defended;
- Formulates strategy for a range of cases;
- Engages in Court-mandated Mediations;
- Negotiates settlements and settles claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with, and briefs the Deputy Solicitor-General and Senior Assistant Attorney General, on the status of all assigned cases;
- 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.

Management/Administrative:

- Liaises with MDAs in relation to legal matters referred to the AGC;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents as required.

Required Knowledge, Skills and Competencies

- Good interpersonal and teamwork skills
- Strong problem-solving skills
- Strong customer relations skills
- Good planning and organizing skills
- Proficiency in the use of relevant computer applications
- Good presentation and advocacy skills
- 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 oral and written communication including the ability to communicate legal information in a manner which can be understood by decision makers and users
- 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
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- 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 as an Advocate.

7. Crown Counsel (JLG/LO 3) – (LSU – 5 Vacant posts)

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:

- Conducts a range of legal research to provide legal guidance and support in furtherance of the Mission's 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 DSG;
- Prepares Briefs for the review of the Senior Assistant AG 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 provides 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 up 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 AGC initiatives.

Management/Administrative:

- Contributes to the development of the LSU's Strategic and Operational Plans 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 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
- Excellent 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 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
- 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.

8. Assistant Crown Counsel (JLG/LO 2) – Litigation and State Proceedings (2 posts - Not Vacant)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor General, Litigation, the Assistant Crown Counsel works with MDAs and LSUs by providing support in identifying, investigating, negotiating and litigating a range of legal matters.

Key Responsibilities

Technical/Professional:

- Conducts a range of legal research to aid the advocacy and litigious processes;
- Advocates in the Courts of Jamaica by employing knowledge of the Law, relevant documentation and examples of relevant case law in arguing the GOJ's case;
- Files documents initiating legal proceedings in the Supreme Court and/or Parish Court on behalf of the Director of State Proceedings;
- Interviews witnesses, records Preliminary Statements from witnesses, reviews documents and interviews clients;
- Writes for instructions and follows up on matters relating to investigation of claims;
- Collaborates with key stakeholders to investigate allegations and formulates responses to the Claimant's complaint;
- Drafts and files with the Courts of Jamaica, various pleadings and motions;
- Formulates skeleton arguments and strategy for a range of cases;
- Attends Case Management Conferences/Meetings to fully understand all issues and provides timetable for the events leading up to the trial and related matters;
- Engages in mediation discussions to eliminate/minimize the risk and cost of going to Trial;
- Negotiates settlements and settles Claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with, and briefs the Deputy Solicitor-General and Senior Assistant Attorney General, et al., on the status of all assigned cases;
- Helps to co-ordinate the preparation and litigation assignments of Paralegals and Administrative staff;
- 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.

Management/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;
- Maintains Customer Service principles, standards and measurements;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and teamwork skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications
- Good legal research and analytical skills
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Advocacy and Litigation
- 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
- Ability to create commitment to a strong and consistent customer service philosophy
- 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.

9. Assistant Crown Counsel (JLG LO 2) – (LSU - 2 Vacant posts)

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Crown Counsel assists with the provision of 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 up 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.

Management/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

- Excellent interpersonal and teamwork skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications
- 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 analyze and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ
- 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
- 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.

10. Information Technology Specialist (MIS IT 4) – (Vacant)

Job Purpose

Under the general direction of the Director, Information Technology and Knowledge Management, the Information Technology Specialist provides technical support and advice to users/clients across multiple platforms and technologies in the Attorney General's Chambers.

Key Responsibilities

Technical:

- Manages the first point of contact and day to day technical support to end users/clients;
- Investigates, diagnoses, resolves and recovers initial support requests and works with ICT teams/vendors on complex problems;
- Follows up with the status of user problems on behalf of the user and communicates progress in a timely manner;
- Escalates complex ICT problems to the appropriate process owner, when necessary;
- Documents problem status and resolution in Tracking Log/System;
- Develops, reviews and maintains support documentation to assist others in restoring services and reduce the impact of unplanned outages;
- Consults with users/clients to determine hardware, software or system functionality issues;
- Assists in the deployment of new or upgraded software and hardware;
- Performs configuration changes, updates and upgrades, as directed;
- Performs minor repairs to hardware, software and peripheral equipment, following design or installation specifications;
- Provides user access service and on-going support of related ICT solutions;
- Provides technical support to meetings/events that include video and telephone conferencing;
- Monitors and communicates system status to internal management;
- Diagnoses and resolves user/client workstation and mobile device hardware and software issues;
- Initiates and completes outcome investigations for problems;
- Creates and implements temporary solutions until permanent solutions can be executed;
- Assists systems, application development and vendor professionals as needed, to resolve problems;
- Explains service procedures to users/clients;
- Follows up in a timely manner to ensure customer satisfaction;
- Identifies recurring and potential problems and notifies Team Members;

- Recommends procedures and controls for service improvements, as well as ideas for improving queue time and first contact resolution;
- Conducts testing based on and related to user or system design specifications;
- Identifies user/client training needs based on common problems;
- Creates and submits documented resolution to knowledge base;
- Alerts related ICT Team Members about recurring problems;
- Communicates updates on issues in a timely manner to ensure customer satisfaction and productivity.

Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Required Knowledge, Skills and Competencies

Core:

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

Technical:

- Sound knowledge of Information Technology Infrastructure Library
- Sound knowledge of Windows operating systems (Office 360)
- Strong diagnostic skills and a working knowledge of current technologies
- Sound knowledge of Microsoft Security essentials 'Sound knowledge of computer hardware components
- Sound knowledge of common PC applications (particularly Microsoft productivity suite) particularly issues related to scalability and management with an enterprise-wide focus
- Good knowledge of standards and procedures in the installation, repair and maintenance of hardware
- Sound knowledge of current ICT trends
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, ICT and Management Information Systems or a related discipline;
- Three (3) years related experience in an ICT Client Support/Service Desk environment.

11. Administrative Assistant (GMG/AM 4) – (4 posts - Vacant)

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

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th May, 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**