



## 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. 315**

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

20<sup>th</sup> July, 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 to/fill the following post in the **Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney-General (JLG LO 5) (Not Vacant) - Litigation and State Proceedings Division**, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post.
2. **Corporate Planner (GMG SEG 2) (Vacant) - Corporate Services Division**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Organizational Development and PMAS Officer (GMG SEG 2) (Vacant) - Corporate Services Division**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
4. **Manager, Public Procurement (GMG SEG 2) (Vacant) - Corporate Services Division**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
5. **Manager, Finance and Accounts (FMG PA 2) (Vacant) - Corporate Services Division**, salary range \$2,104,355 - \$2,501,416 per annum and any allowances attached to the post.
6. **Administrative Assistant (GMG AM 4) - (vacant) - (Legal Division)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
7. **Public Procurement Officer (GMG AM 3) - (vacant) - (Corporate Services Division)**, salary range \$1,299,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
8. **Administrative Assistant (GMG AM 3) - (2 posts, vacant) - (Corporate Services Division)**, salary range \$1,299,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
9. **Executive Secretary 1 (OPS/SS 4) - (vacant) - (International Affairs Division)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.
10. **Driver (LMO DR 1) - (Corporate Services Division) - (2 posts, Not Vacant)**, salary range \$11,179 - \$13,288 per week.

### **1. Senior Assistant Attorney-General (JLG LO 5)**

#### **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, Judicial Committee of the Privy Council and arbitrations;
- Negotiates settlements and settles claims;
- Assists with the assignment of cases to Attorneys after evaluating their capacity, level of experience, and interest;
- Assists with the monitoring of case load/capacity of Attorneys and Paralegals;
- Provides quality control assistance to the Deputy Solicitor-General and supervises a team of Attorneys;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Provides guidance, strategy advice, feedback and general litigation assistance to attorneys and paralegals in the AGC as necessary.

***Human Resources:***

- 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;
- Coordinates 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 analytical skills
- Strong leadership skills
- Strong 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 analyse 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 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;
- Legal Education Certificate;
- Eight (8) years post qualification experience as a trial lawyer.

## **2. Corporate Planner (GMG SEG 2)**

### **Job Purpose**

Under the general direction of the Senior Director, Corporate Services, the Corporate Planner is responsible for the development and co-ordination of the Strategic Corporate Planning processes of the Attorney General's Chambers to ensure alignment with GOJ priorities.

### **Key Responsibilities**

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

- Co-ordinates the Strategic Corporate Planning process for the AGC;
- Provides strategic direction to the planning process to ensure that Divisional/Section Plans are in alignment with the AGC's goals and objectives and consistent with and contributes to Government priorities;
- Assists with the design of Corporate and Operational Plans and procedures, and ensures implementation across the AGC;
- Guides the development and implementation of systems and procedures to direct the Corporate Planning and Evaluation processes;
- Updates and maintains Information and Communication Systems to aid the planning process;
- Organizes and convenes Strategic Planning Coaching Sessions for AGC functional areas;
- Drives the preparation of the Corporate Plans for the AGC, ensuring integration of the planning and budget processes;
- Liaises with and provides assistance and guidance to Heads of Division in the preparation of their Strategic Corporate and Operational Plans;
- Identifies challenges and potential barriers to effective implementation of planning programmes and projects;
- Reports on Strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issues;
- Conducts research on Corporate Planning and other technical activities of the Unit and makes recommendations on policy and programme issues to support the work of the Division;
- Conducts data gathering exercise designed to inform the AGC's Strategic Corporate and Operational Plans;
- Conducts quarterly and annual reviews and analysis of the performance of the AGC in relation to Strategic Corporate and Operational Plans;
- Organizes and facilitates consultations among the various Divisions/Units and key stakeholders for clarification and streamlining of plans and processes for Government's best practices;
- Contributes in the development of policy performance indicators and programme evaluation criteria and methods;
- Reviews and analysis Strategic Corporate/Operation Plans and highlights associated risks and makes recommendations to manage related risks;
- Assists in the development, implementation and maintenance of Standard Operating Procedural Manuals on the Strategic Corporate Planning process at the macro level.

#### ***Management/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.

***Human Resources:***

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and team management skills
- Strong problem-solving skills
- Strong leadership skills
- Strong 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:***

- Knowledge of the principles of Public Sector Management
- Knowledge of planning and evaluation techniques and budget management
- Sound knowledge of Corporate and Operational Planning and Budgetary processes and procedures
- Sound knowledge of Government policy formulation, monitoring and evaluation processes
- Sound knowledge of Performance Monitoring Techniques and their applications
- Excellent presentation, written and oral communication skills
- Excellent project monitoring and evaluation skills
- Strong research and analytical skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Proficiency in the use of statistical and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Five (5) years' related experience.

**3. Organizational Development and PMAS Officer (GMG SEG 2)**

**Job Purpose**

Under the general direction of the Director, Human Resource Management and Development, the Organisational Development and PMAS Officer contributes to the design and delivery of organisational development, performance management strategies and the management of change in support of the Organisation's Strategic and Operational Plans, providing information, advice and services as required.

**Key Responsibilities**

***Technical/Professional:***

- Conducts research and analysis to aid the development of the AGC's HR strategy in order to ensure that organisational development and PMAS initiatives are appropriately integrated and aligned with strategic and business goals;
- Designs and delivers OD and Change Management strategies, processes and interventions that support the AGC's ambition in building a high performing organisation, by:

- ✓ Consulting with Divisional Heads and other senior managers and staff in the AGC to identify and determine problems;
- ✓ Developing detailed plan of action, in collaboration with the relevant parties, including targets and deadlines;
- ✓ Examining relevant statutes, regulations, directives and reports related to the Organisation to determine legislative framework for functional responsibility;
- ✓ Conducting preliminary surveys to determine and define the objectives of studies, scope of studies, appropriate methods and techniques to be employed and the requisite Terms of Reference (TOR);
- ✓ Conducting systems and procedures studies;
- ✓ Conducting organisational studies/reviews within the AGC;
- ✓ Conducting business process identification and reengineering;
- ✓ Developing new and modifying Job Descriptions and specifications;
- ✓ Developing charts of existing and proposed organizational structures;
- ✓ Developing findings, rationale and recommendations for problems identified;
- Develops and maintains customised PMAS manuals, templates, forms, policies and procedures for the AGC;
- Designs and conducts PMAS Sensitisation Sessions within the AGC;
- Reviews samples of Unit Work Plans and Individual Work Plans throughout the system to ensure quality of content (alignment and completeness in specification);
- Develops customised PMAS material for employee Onboarding and Orientation Sessions;
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Works with managers and supervisors to ensure that PMAS documentations are completed for all relevant staff members within the agreed timeframes;
- Co-ordinates mechanisms to monitor compliance with the conduct of Interim Evaluations and provides guidance as necessary;
- Co-ordinates approaches that ensures performance appraisals for all relevant staff members are completed on an annual basis;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of Development Plans as an important aspect of performance management;
- Co-ordinates systems and procedures that ensures the maintenance of Performance Appraisal Records;
- Devises systems and procedures that ensures that staff eligible for an increment/award are identified, and the relevant HR and Payroll intervention made;
- Participates in the work of the internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Plans and co-ordinates the arrangement of recognition and reward activities/events at the corporate level;
- Keeps abreast of trends and changes in OD and PMAS methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the organization.

***Management/Administrative:***

- Contributes to the development of the Strategic and Operational Plan
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences as required.

***Human Resources:***

- Facilitates welfare and development of staff in the Division;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/ Onboarding Programme.

**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
- Ability to influence and motivate others
- Ability to work under pressure

***Technical:***

- Sound knowledge of HRD Policies and Procedures
- Sound knowledge of developing OD and change management interventions
- Sound knowledge of designing and implementing Performance Management and Appraisal systems and programmes
- Sound understanding of Government operations, systems and protocols
- Excellent reasoning power and judgement with the ability to make timely and sound decisions
- Good report writing and communications skills
- Ability to manage limited resources in order to achieve outputs
- Sound IT skills (Word, PowerPoint, Excel)

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management, Management Studies, Business Administration, Public Sector Management/Administration, Business Analysis or related discipline from a recognized tertiary institution;
- Management Analysis Certificate;
- Three (3) years working experience in Human Resource Management/OD environment within the public or private sector, in an organization of similar size and complexity.

**4. Manager, Public Procurement (GMG SEG 2).**

**Job Purpose**

Under direction of the Senior Director, Corporate Services, the Manager Public Procurement is responsible for ensuring that goods and services required by the Attorney General's Chambers are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ) Public Procurement Act and Regulations.

**Key Responsibilities**

***Management/administrative:***

- Provides advice to Senior Director, Corporate Services and other Director and Manager on procurement policies and procedures;
- Participates in the preparation of the Operational Plan and Corporate Plan;
- Advises the Senior Director, Corporate Services of supplier's reliability/suitability and performance;
- Attends meetings of the Procurement Committee and Contracts Committee;
- Monitors and ensures that effective and current procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Procurement Guidelines;
- Acts as purchasing agent on behalf of the Attorney General's Chambers;
- Evaluates the performance of the procurement process along with the Director of Corporate Services, the Manager, Office Services and Administration and Procurement Committee Members.

***Technical/Professional:***

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates reports for submission to the Ministry of Finance and the Public Service, Corruption Prevention Commission, Public Procurement Commission and Cabinet;
- Oversees the tendering process and ensures that tender documents are prepared in accordance with GOJ standards;
- Review tender evaluation reports;
- Assess quotations and makes recommendation for awards;
- Ensures that contracts are reviewed by the Legal Division
- Prepares contracts and oversees the Contract Award process;
- Provides the Finance and Accounts Division with information relating to payments and accounts reconciliation;

- Manages, monitors and controls the procurement of goods and services and ensures that the Procurement guidelines are complied with;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and services and services;
- Prepares Procurement Plans for the Department;
- Certifies payment vouchers, purchase orders and commitment vouchers for submission to the Finance and Accounts Division;
- Acquires Clearance Letters from the National Housing Trust, National Insurance Scheme and Tax Compliance Certificates to exempt the Department from these taxes;
- Ensures that funds are allocated to meet the expenditure prior to placement of orders;
- Ensures that supplies are procured in the most efficient and economic manner;
- Ensures that Procurement Committee and Sector Committee submission requirements are adhered to, and that proper documentation in respect of received bids/proposals are maintained;
- Liaises with Custom Brokers to ensure that imported goods are cleared from the wharves and airports in accordance with established GOJ regulations.

#### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective actions to improve performance;
- Participates in the recruitment of staff and ensures their welfare and development;
- Provides leadership and guidance to direct reports through effective delegation, communication, training and mentoring;
- Establishes and maintains a system that fosters a culture of teamwork and commitment to the goals of the Unit.

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

#### ***Core:***

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Sound integrity
- Ability to influence and motivate others

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

- Sound knowledge of the Government Public Procurement Act and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of supplies management and project management
- Knowledge of Budget Preparation, Contract Management and Tender Management
- Proficient in the use of relevant computer applications

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

- Bachelor's Degree in Business Administration, Management Studies, Public Sector Management, Accounts or related social sciences;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI;
- Four (4) years' related work experience in the procurement of goods and services.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI;
- Four (4) years' related work experience in the procurement of goods and services;

**OR**

- Diploma in Accounting, Business Administration or related field;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI;
- Six (6) years' related work experience in the procurement of goods and services.

## **5. Manager, Finance and Accounts (FMG PA 2)**

### **Job Purpose**

Under the direction of the Senior Director, Corporate Services, the Manager, Finance and Accounts is responsible for the monitoring and preparation of accounts of the Entity and for the timely submission of accurate and complete monthly and Annual Financial Statements.

### **Key Responsibilities**

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

- Prepares draft Operational Budget for the Entity through co-ordination, consultation and consolidation;
- Analyses Operational Budget requests to determine that they reflect the level of allocations and guidelines established by the Entity's Senior Management Team and are supported by realistic implementation plans, where applicable;
- Analyses the operational budget requests to determine that they are in accordance with the approved objectives;
- Provides guidance where necessary, in the preparation of the narratives in support of the operational budget allocations to ensure that it brings out the specific purposes and performance indicators as given in the Strategic Plan.
- Examines cheques against the bank statements to determine discrepancies;
- Examines reconciliation summaries/details and identifies and resolves any errors found until the reconciliation is balanced and free from error;
- Prepares and submits completed Bank Reconciliation Statements for review;
- Manages the preparation of the accounts of the Entity and its Divisions, namely its recurrent and other accounts;
- Ensures that financial statements are supported by adequate notes where required by the requisite accounting standards;
- Responds to queries and provides information in relation to financial statements.

#### ***Cash Management:***

- Implements and operates Cash Management System in respect of operational funds by:
  - ✓ Allocating the monthly warrants in accordance with agreed priorities
  - ✓ Implementing a mechanism for containing expenditures within the warrant limits through a system of commitment planning and control
  - ✓ Facilitating the development of appropriations in aid
  - ✓ Reviewing on an on-going basis all bank accounts to ensure that there are no large idle cash balances.

#### ***Expenditure Management and Control:***

- Monitors the implementation of Operational Budgets;
- Obtains and analyses Monthly Financial Reports to determine if funds have been utilized for the specific purposes indicated;
- Evaluates the fiscal and financial performance in the implementation of the operational programmes in the recurrent budget in conjunction with Strategic Planning, Monitoring and Evaluation;
- Prepares draft budgets for miscellaneous revenue;
- Identifies new areas for cost recovery and obtains approval for implementation;
- Processes the prompt billing and invoicing of goods and services received;
- Monitors the prompt clearance of cash advances.

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

- Develops Individual Work Plan based on strategic alignment with the Operational and Strategic Business Plan of the Unit;
- Participates in meetings, seminars, workshops and conferences relevant to the functions of the post, as required;
- Contributes to the development and maintenance of customer service principles, standards and measurements;
- Prepares monthly, quarterly and annual reports as requested;
- Participates in the Strategic Planning Process for the Unit and provides assistance when 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 Entity 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;
- Effect disciplinary measures in keeping with established guidelines/practices.

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

#### ***Core:***

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong leadership skills
- Strong 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:***

- In-depth knowledge of GOJ Accounting/Financial Management Systems principles and practices
- Good knowledge of statutes, legislations, regulations policies and procedures relating to Accounting/Financial Management
- Excellent presentation skills
- 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
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively, manage significant change in large and complex organisations and deliver within a budget, in a complex environment
- Advanced IT skills in relation to Word, PowerPoint, Excel, Accounting Software and MS Project

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

- Bachelor's Degree in Accounting/Management Studies with Accounting or Business Administration or any equivalent relevant qualification; **or**
- ACCA Level 2;
- Three (3) years' experience in similar environment.

## **6. 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, 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 oftentimes 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 follow-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 organising 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 review or development of legal documents.

**Required Knowledge, Skills and Competencies**

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

## **7. Public Procurement Officer (GMG AM 3)**

### **Job Purpose**

Under the general supervision of the Manager, Public Procurement, the Public Procurement Officer is responsible for assisting in the procurement process to acquire goods and services required by the Attorney General's Chambers and ensuring that all procurements are conducted in accordance with the Government of Jamaica's (GOJ) Public Procurement Act, Regulations and guidelines.

### **Key Responsibilities**

#### ***Procurement Process Management:***

- Prepares Tender document and advertisements;
- Prepares requests for quotations for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at tender closing and opening exercises;
- Maintains Procurement Records in good order to facilitate audits and other reviews;
- Prepares Quarterly Contract Awards Report for submission to the Integrity Commission;
- Maintains an updated database of all bonds and insurances;
- Prepares technical specifications in collaboration with stakeholders;
- Prepares Terms Of References (TORs), Requests For Quotations (RFQs) and Requests For Proposals (RFPs);
- Prepares Bidding documents for procurement activities;
- Manages the advertising process for procurements, bid receipts and bid opening in accordance with the mandated procurement procedures;
- Maintains procurement Filing System in accordance with established procedures;
- Follows up with relevant Agencies to obtain approval for proposed Contract Awards in a timely manner;
- Prepare reports of Procurement Meetings.

#### ***Vender Management:***

- Maintains Contract and Vendor Registers;
- Maintains database with current list of suppliers;
- Maintains Procurement Records of goods and services purchased and of supplies inventory;
- Checks invoices to ensure correct prices and examine goods delivered to ensure that their condition is satisfactory;
- Ensures that Withholding Tax Certificates are requested and follows up to ensure their receipt by suppliers.

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

#### ***Core:***

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent time management skills
- Excellent planning and organizing skills
- Sound integrity

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

- Sound knowledge of the Government Procurement guidelines and procedures
- Sound knowledge of contract administration
- Ability to research and evaluate technical proposals
- Knowledge of office management principles and procedures
- Proficient in the use of relevant computer applications

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

- Diploma in Accounting, Business Administration or related field;
- Three (3) years' related work experience in a related position.

## **8. 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 to enhance the operations of the Division and assists in the maintenance of HR systems to allow for the efficient operation of the Division.

### **Key Responsibilities**

- Prepares documents and makes arrangements for interviews;
- Updates Sick and Departmental Leave Records;
- Assists with the preparation of documents and presentations for the Orientation Programme;
- Opens and updates HR Files in accordance with established policies and standards;
- Creates and updates Service Records and maintains Records Management Databases in accordance with established policies and standards;
- Organizes Health Insurance benefits for staff members;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division in accordance with service standards;
- Manages the Calendar of schedules and appointments on behalf of the Director;
- Prepares Briefs for appointments and meetings;
- Conducts research and prepares presentations as appropriate;
- Composes and prepares correspondence, memoranda and other documents;
- Produces and distributes Minutes of meetings; follows up on actions to be taken;
- Ensures visitors and incoming calls to the Director's Office are received and screened; information or access is provided, and actions are taken as deemed appropriate;
- 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;
- Contributes to and maintains a system that fosters a culture of teamwork and commitment to the Division's and Organization's goals;
- Demonstrates professionalism, credibility and integrity in the performance of functions.

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

#### **Core:**

- Good interpersonal and teamwork skills
- Good oral and written communication skills
- Strong customer relations skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent judgment and initiative

#### **Technical:**

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Excellent keyboarding dexterity
- Solid dictation and transcribing skills
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of Human Resource Management
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports

### **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) years' experience in a related field.

## **9. Executive Secretary 1 (OPS/SS 4)**

### **Job Purpose**

Under the direction of the Director, Human Resource Management and Development, the incumbent provides administrative and secretarial support to the Deputy Solicitor General and acts as a liaison between the Deputy Solicitor General and the respective Attorney(s) in the Legal Service Units

### **Key Responsibilities**

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

- Acts as a Liaison between the Deputy Solicitor-General and the Legal Service Unit; to provide relevant updates and information;
- Receives, sorts and processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail), indicating those requiring immediate attention;
- Records and dispatches files to and from the Deputy Solicitor General;
- Prepares and collates legal documents and Divisional Reports;
- Responds to routine and other correspondence as directed;
- Prepares draft letters and memoranda from general instructions; Transcribes/reproduces dictated or written material in an accurate and presentable manner;
- Annotates/updates Laws of Jamaica and subsidiary legislation;
- Assists in the research of statutes, recorded judicial decisions and legal articles;
- Schedules appointments and meetings and maintains Diary/Appointment Calendars;
- Prepares Agendas for meetings, takes and compiles Minutes, organizes relevant information and distributes accordingly;
- Maintains a well-organized Filing System;
- Arranges interviews and confirms meeting dates;
- Makes photocopies and faxes document;
- Receives, screens and places telephone calls and records messages.

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

- Proficient in the use of relevant computer applications (Microsoft Office Suite, spreadsheets, internet tools)
- Sound planning, organizing and prioritising skills; attention to detail
- Excellent oral and written communication skills
- Excellent interpersonal skills and ability to work as a part of a team
- Excellent time management and organizational skills
- Ability to work on own initiative and cope well under pressure
- Ability to exercise good judgement and a high degree of initiative

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

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience.

**OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience.

**OR**

- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

## **10. Driver (LMO DR 1)**

### **Job Purpose**

Under the general direction of the Manager, Administration and Office Services, the Driver is responsible for the transportation of the Entity personnel, goods purchased, the pickup and delivery of documents and other resources utilized to facilitate the effective operations of the Entity.

### **Key Responsibilities**

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

- Transports the Entity's personnel to stipulated destinations safely and within required timeframes;
- Collects and delivers letters, documents and goods as required;
- Conducts routine vehicle checks and maintains vehicles in an acceptable manner;
- Reports mechanical and other defects of the vehicle to the Supervisor;
- Ensures vehicle is serviced and copies of Service Records are maintained;
- Ensures that all documents (Insurance, Fitness Certificate and Registration) for the vehicle are current and kept in the vehicle;
- Submits Gas Receipts and Travel Claims for payment in accordance with the Entity's policies and procedures;
- Assists in loading and unloading goods/materials from time to time;
- Prepares reports giving details of accident (s) the vehicle assigned is involved in;
- Maintains customer service principles, standards and measurements.

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

#### ***Core:***

- Able to follow instructions carefully
- Good attention to details
- Excellent interpersonal skills
- Good oral and written communication skills
- Good time management skills

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

- Knowledge of basic motor vehicle maintenance
- Excellent defensive driving skills
- Able to follow instructions carefully
- Able to cope well under pressure
- Confidentiality, integrity, reliability and professionalism are demonstrated in the execution of duties and in personal conduct
- Pleasant demeanour
- Strong work ethic with a positive approach to the job

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

- Completion of secondary level education;
- Five (5) years related experience;

### **Special Conditions Associated with the Job:**

- Must Possess a valid General Driver's License.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> August 2022 to:**

**Director, Human Resource Management and Development  
Attorney General's Chambers  
13 Hillcrest Avenue  
Kingston 6**

**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', with a long, sweeping horizontal line extending to the right.

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