



Office of the Services Commissions

(Central Government) 1
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
Website: www.osc.gov.jm

CIRCULAR No. 345 **OSC Ref. C. 4860¹⁰**

17th August, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Senior Assistant Attorney General (JLG/LO 5) - Legal Services Unit**, salary range \$4,106,187 – 4,880,966 per annum and any allowance(s) attached to the post.
2. **Manager, Equity Trading (GMG/SEG 3) - National Insurance Investment Secretariat**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Property Manager (GMG/SEG 3) - National Insurance Investment Secretariat**, salary range \$2,551,250 - 3,032,634 per annum and any allowance(s) attached to the post.
4. **Research Analyst (SOG/ST 7) - National Insurance Investment Secretariat**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.

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

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/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission 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 provide 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 attend Hearings on behalf of the Ministry;
- Prepares Orders for 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;
- Represent 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;
- Performs such other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General and from time-to-time.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends measures to improve performance and/or attaining 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;
- Collaborates 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.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teambuilding 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
- 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 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 analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Eight (8) years' experience as a practicing Attorney in the Private or Public Sector, at least three (3) years of which should be in the Public Sector.

Special Conditions Associated with the Job

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

2. Manager, Equity Trading (GMG/SEG 3)

Job Purpose

To design, monitor and manage equity trading activities, on behalf of the National Insurance Fund, in the local, regional and international markets in keeping with NIF policy guidelines.

Key Responsibilities

- Formulates medium and long term strategies to manage the NIF Equity Portfolio;
- Researches, analyses and reports on local, regional and international equity markets;
- Identifies investment opportunities and threats for existing and potential investments for the NIF and its subsidiaries;
- Participates in collaborative efforts with NIF and its subsidiaries/associated companies;
- Recommends buy/sell/hold positions for the NIF equity investments based on research, establishing target prices via quantitative and qualitative modelling;
- Collaborates with the Risk Manager to implement best operational and risk management practices;
- Prepares and maintains the Investment Policy Statements for the Equity Portfolio;
- Serves as functional expert within the NIF on equity related issues;
- Develops and maintains professional relationships and contacts within the investment industry in order to conduct researches and gain knowledge of appropriate investment opportunities;
- Performs continuous assessment and evaluation of appropriate equity strategies;
- Prepares all necessary reports tracking the Fund's performance including the following:
 - Daily equity report summary
 - Annual Board Retreat Reports
 - Monthly overview of total Equity Portfolio
 - Summary of Dividend yields and payments on unlisted stocks
 - Summary of daily foreign exchange report
 - Monthly report of dividends received
 - Various other reports as requested
- Participates and plays a lead role in the equity budgeting process;

- Contributes to the Strategic Planning process of the NIF, in order to enhance the continuous improvement of NIF and its associated companies;
- Creates added value to the NIF through writing and disseminating investment research analysis to internal Managers and Directors;
- Performs any other related duties that may be assigned by the Director, Equity Portfolio from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of investment concepts, terminology, styles, models, strategies and fundamental investment factors
- Excellent knowledge of Institutional Private Equity Portfolio Management
- Sound understanding of the local, regional and international financial markets
- Working knowledge of Financial Sector laws, regulations and ethics
- Working knowledge of computer systems and relevant applications;
- Excellent decision-making, planning and organizing skills
- Excellent judgement and analytical skills
- Excellent oral and written communication skills
- Very good time management skill
- Excellent negotiating and/or advocacy skills
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- First Degree in Business, Economics, Finance or Accounting;
- Four (4) years' experience in an Investment Environment (with at least two (2) years in an active trading capacity;
- A license by the Financial Services Commission (FSC) or other appropriate regulator is also required.

Special Conditions Associated with the Job

- May be required to travel occasionally.

3. Property Manager (GMG/SEG 3)

Job Purpose

Plan, organize and manage activities relating to the proper upkeep and maintenance of NIF's properties in the residential, resort, commercial and parish Offices.

Key Responsibilities

- Conducts comprehensive annual inspection of each property assigned and submits a detailed property inspection report and property improvement plan if required;
- Prepares security standing orders and institutes security and life safety measures necessary for the protection of the property;
- Develops annual schedule of visits to properties;
- Conducts periodic visits to properties to check condition of buildings and infrastructure and ensures that occupants are compliant with terms and conditions of rent/lease contract;
- Reports breach and initiates/recommends corrective action;
- Prepares and maintains an inventory of all equipment, machinery and furniture for all assigned properties;
- Develops and implements system for the storage and retrieval of building plans and architectural drawings;
- Prepares a list of repair needs and co-ordinates repairs as required;
- Conducts checks to verify that repair work carried out is completed to specification and meets established quality standards;
- Analyzes quotations and prepares Submissions for approval of repairs, refurbishing and upgrading of assigned properties;
- Verifies and certifies for payment maintenance and service invoices;
- Makes arrangement for the security of unoccupied properties; conducts periodic visits to check on condition of premises and reports cases of theft, suspected arson, malicious or other damage and illegal possession of premises;
- Participates in internal valuation of properties within portfolio;
- Participates in the preparation of the Real Estate Branch Operational Plan and the annual capital and operating Budget for the properties;
- Ensures that tenants complaints are dealt with satisfactorily;

- Assists in the development of a disaster preparedness plan for each property;
- Conducts periodic analysis of properties within portfolio to ensure that insurance and any other requirements are up to dates;
- Follows up to ensure timely payments; conducts assessment of high-risk properties and makes recommendations for appropriate action to protect the interest of the Fund and minimise risk;
- Advertises and shows vacant properties for sale to prospective purchasers and real estate dealers;
- Assists in the preparation of rental invoices and monitoring of rental payments;
- Attends Court, as required, in respect of cases within portfolio;
- Collaborates with Lawyers on matters related to the portfolio as required;
- Participates in annual review of rental/lease rates;
- Prepares Bill of Quantities for minor works to be done to assigned properties;
- Inspects properties to assess feasibility for acquisition and prepares preliminary report.

Required Knowledge, Skills and Competencies

- Knowledge of laws and regulations relating to real estate
- Sound knowledge of property management maintenance and administration
- Working knowledge of minimum building standards
- Working knowledge of the Law of Contract
- Working knowledge and experience in building construction
- Good oral and written communication skills
- Proficiency in relevant computer applications
- Good negotiating skills
- Good planning and organizing skills

Minimum Required Qualification and Experience

- BSc in Estate Management or Land Economy or equivalent professional qualifications;
- Three (3) years' experience in real estate/property management;
- Certificate in Land Valuation.

Special Conditions Associated with the Job

- Will required to work beyond normal working hours and on weekends;
- Required to travel for extended hours;
- Exposure to hazardous conditions.

4. Research Analyst (SOG/ST 7)

Job Purpose

To conduct research in relation to the Financial Services Industry, analyze data and prepare analytical reports to support the Director, Bond Portfolio in making prudent investment decisions in accordance with policy guidelines.

Key Responsibilities

- Monitors trends in the Financial Industry, initiates research on specific Companies and makes recommendations on investment options;
- Prepares research reports and updates mathematical models that analyze Companies financial data;
- Analyze industry macro trends and company financials;
- Examines companies' financial statements and analyze commodity prices, costs expenses and tax rates in order to determine a company's value and projected future value;
- Meets with company officials to gain a better insight into a Company's prospects and determines the Company's managerial effectiveness;
- Writes summaries on internal and external proposals and submits these to the Senior Director, investments;
- Documents summaries on portfolio issues and macroeconomic reports;
- Writes overviews on portfolio issues and macroeconomic variables for NIF Board and Investment Committee Meetings;
- Conducts research on risk evaluation for the equity portfolio and prepares summaries of corrective measures to be taken;
- Represents NIF at meetings, AGMs and other functions as directed by the Director, Bond Portfolio and provides summaries of these meetings;
- Undertakes research, provides guidance on portfolio acquisition and disposal matters;

- Compiles, sort and store data on macro-economic, listed and unlisted Companies;
- Maintains library with journals, statistical periodicals and portfolio reports;
- Keeps abreast of new regulations or policies that may affect the Financial Industry;
- Monitors the economy to determine its effect on earnings;
- Performs any other related duties that may be assigned by the Director, Bond Portfolio from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of investment banking and market industry sector and/or financial products
- Good knowledge of local and regional Pension Fund Act
- Excellent knowledge of local, regional and international financial markets
- Good knowledge of FAA Act
- Proficiency in the use of Microsoft Software and relevant applications
- Excellent judgement, and analytical skills
- Excellent communication skills both oral and written
- Very good time management skill
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Finance/Mathematics or an equivalent professional qualifications;
- Successful completion of Jamaican Securities Course;
- Four (4) years' in related field .

Special Conditions Associated with the Job

- Travelling is required to attend AGMs and other various functions;
- Will required to work on weekends and/or working beyond normal office hours.

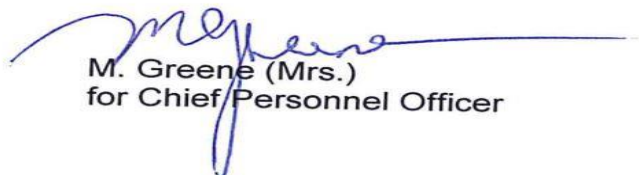
Applications accompanied by résumés should be submitted **no later than Monday, 29th August, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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.


M. Greene (Mrs.)
for Chief Personnel Officer