



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 406

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23rd September, 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 **Attorney General's Chambers (AGC)**:

1. **Assistant Attorney General (JLG/LO 4) - International Affairs Division**, salary range \$3,420,191 - \$4,065,532 per annum and any allowance(s) attached to the post.
2. **Driver (LMO DR 1) - Corporate Services Division**, salary range \$11,179 - \$13,288 per week.

1. Assistant Attorney General (JLG LO 4)

Job Purpose

Under the general direction and management of the Deputy Solicitor-General, the Assistant Attorney-General provides advice and guidance on a range of legal matters relating to broad field of Public International Law to support the work of Ministries, Departments and Agencies (MDAs).

Key Responsibilities

Technical/Professional:

- Conducts research, prepares and renders legal opinions to MDAs on a wide range of international law issues;
- Interprets statutes, treaties, protocols, and provides comments on draft Bills or draft policy papers submitted by MDAs;
- Provides legal advice on all areas of International Law including trade (WTO, CSM, FTAs), environment, human rights, air policy and law, Law of the Sea (maritime delimitation, international seabed authority), international security issues (extradition, mutual legal assistance, drug/arms and human trafficking, terrorism, corruption) intellectual property law, and the Law of International Organizations;
- Oversees the review, negotiation, drafting and implementation of bilateral, regional and international agreements;
- Liaises with Ministries, Departments, Agencies, regional and international organizations in relation to various international law matters;
- Vets and comments on Cabinet Submissions, Bills and draft legislation relating to International Law matters;
- Represents the Government on local committees, working groups and task forces and at overseas meetings of regional and international organizations.
- Serves as Instructing Counsel when so required by the Litigation Division in matters for which the support of the International Affairs Division is required;
- Responds to queries or provides information as necessary or required;
- 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 Division'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 other documents as required;
- Prepares and delivers legal presentations as needed.

Human Resources:

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the coordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- 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 the Division/Unit for the Orientation/On boarding programme;
- Contributes and maintains in a harmonious working environment.

Required Knowledge, Skills and Competencies**Core:**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Good planning and organizing skills
- Good 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 public international law and legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs
- 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 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
- 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;
- Five to six (5-6) years progressive experience at the Bar.

2. Driver (LMO DR 1)**Job Purpose**

Under the general direction of the Manager, Administration, 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 verbal and written communication skills
- Good time management skills
- Able to cope well under pressure
- Confidentiality, integrity, reliability and professionalism
- Strong work ethic with a positive approach to the job

Technical:

- Knowledge of basic motor vehicle maintenance
- Excellent defensive driving skills

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 Thursday, 6th October 2022 to:**

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

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**