



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 375 **OSC Ref. C. 6528¹¹**

2nd 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/be assigned to the following posts in the **Ministry of Science, Energy and Technology**:

1. **Senior Assistant Attorney General (JLG/LO 5) – (Vacant) (Legal Service Unit)**, salary range \$4,106,187 - \$4,880,966 per annum and any allowance(s) attached to the post.
2. **Statistician (SOG/ST 5) (Not Vacant) - Policy Planning Development and Evaluation Division**, salary range \$1,322,684 - \$1,572,255 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 coordinates 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 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 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 advise 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 Resources:

- 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;
- 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 Unit in collaboration with the Human Resource Department;
- 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 all other related duties and functions as may be required from time to time by Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team building skills
- Excellent 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
- 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;
- Legal Education Certificate;
- Diploma in Management or Public Administration would be an asset;
- Eight (8) years' experience as a practicing Attorney in the Private or Public Sector, 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. Statistician (SOG/ST 5)

Job Purpose

Under the direction of the Chief Research Officer, the incumbent is responsible for applying statistical methodologies to a wide range of problems and develop and maintain databases, covering matters relevant to the Ministry's three (3) primary portfolios (science, energy and technology) in support of long-term planning and strategic development.

Key Responsibilities

Management/Administrative:

- Participates in meetings and workshops on economic planning and statistical issues related to the Ministry's various portfolios;
- Develops and manages the Ministry's respective portfolio statistics databases.
- Keeps current with developments in statistics and their application to science, energy and technology. These include research management, research ethics, data manipulation, and the use of appropriate statistical programmes.

Technical/Professional:

- Provides statistical advice in the development of all policies and programmes;
- Applies statistical methods to solve problems within the energy, technology and science portfolios;
- Designs experiments, trials or surveys to produce the required data;
- Collects, analyses, tabulates and presents statistical information for storage in energy, technology and science statistics database and for inclusion in reports and summaries;
- Analyzes and interprets statistical data in order to identify significant differences in relationship among sources of information;
- Monitors data collected through shelf life;
- Provides current statistical data on existing Ministry projects and programmes that will inform performance monitoring and evaluation;
- Determines adequacy of existing statistical system and makes improvements as necessary;

- Integrates data using software packages such as SPSS, SAS, ArcView, MS Office Suite (Access, Excel, Word, PowerPoint, etc.), MS SQL Server, MS Visio, Photoshop and Macromedia Dreamweaver;
- Participates in the development and formalization of working relationships, e.g. Memoranda of Understanding (MOU), between the Ministry and portfolio and non-portfolio data sources identified to assist in the development of the statistical function;
- Analyzes data, interprets results and indicates reliability of findings, including forecasting trends in the Ministry's four (4) primary portfolios through the use of techniques such as modelling with the aid of mathematical techniques and software;
- Evaluates sources of information in order to determine any limitations concerning reliability and usability;
- Evaluates statistical reports and information to determine adherence to the Ministry's priorities, policies and programmes;
- Prepares ad-hoc Statistical Reports as required;
- Performs other related duties as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making
- Ability to work on own initiative
- Planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Use of technology – relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree with a significant quantitative component, such as Statistics, Economics, Mathematics, Operational Research, or related field from an accredited tertiary institution;
- Three (3) years' professional experience in Statistics, Economics or related field with continuous professional development.

Special Conditions Associated with the Job

- Extended hours may be required to meet deadlines;
- Field investigations are an integral part of the statistical responsibilities. The incumbent should be prepared to endure exposure to dust, noise, heat and other conditions present in mineral operations, power plants, mineral exploration and mineral products manufacturing sites.

Applications accompanied by résumés should be submitted **no later than Thursday, 15th September, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 1st Floor
36 Trafalgar Road
Kingston 10**

Email: careers@mset.gov.jm

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

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