



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 513 **OSC Ref. C. 6528¹²**

23rd November, 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 **Office of the Information Commissioner**:

1. **Director Legal Services (JLG/LO 4) - Legal Services Division**, salary range \$3,420,191 - \$4,065,532 per annum and any allowance(s) attached to the post.
2. **Procurement Manager (GMG/SEG 1) - Procurement Unit**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 2) - Internal Audit Unit**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

1. Director Legal Services (JLG/LO 4)

Job Purpose

To monitor all legal affairs within their organization and provide legal advice in respect of the OIC's regulatory and supervisory activities, defending its interests in legal matters and advising the Commissioners and Organizational Units on matters of a legal nature.

Key Responsibilities

Management/Administrative:

- Ensures legal advice to the Commissioners and Organizational Units is provided, namely in issuing opinions and drafting contracts and other legal documents requested, which are assumed as working tools and support decision making;
- Ensures legal support is provided in the preparation of drafting instructions for legislation and regulations applicable to data protection, data privacy and access to information as well as in amending them;
- Ensures legal support in the analysis of administrative processes;
- Ensures legal intervention in processes, actions and resources in which the OIC or members of its organs are intervening as such;
- Monitors draft agreements, protocols, or contracts to be concluded by the OIC with other entities;
- Organizes and oversees the update of a database on Jamaican and international legislation, relevant to the OIC's activity;
- Monitors that up-to-date information is provided to the Organization concerning the legal framework of data protection, data privacy and access to information;
- Analyzes and issues an opinion on legislative measures submitted to it by the Commissioner;
- Supports the Complaints Resolution Branch and the Compliance Branch in the verification of the fulfillment of the obligations of the respective data controllers or data processors;
- Instructs and organizes cases instituted as a result of violation of rules provided for in the legal regime applicable to data protection, data privacy and access to information areas and, in the same context, to investigate;
- Ensures the judicial support of OIC and the follow-up of the proceedings in Court, as well as to promote judicial enforcement of the decisions handed down in them;
- Informs and issue legal advice on actions or situations that involves matters within its attributions;
- Participates in various negotiations and meetings that call for legal expertise;
- Litigates civil cases and other claims involving the OIC;
- Manages implementation of laws, regulations, rules, contracts, agreements and other legal instruments;
- Vets all legal documents and contracts emanating from outside the Commission to determine their legal implications on the OIC and participate in and witness all contracts;
- Indicates any future legal risks;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

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

Functional:

- Ability to use own initiative
- Use of technology (relevant computer applications such as MS Word, Excel, Publisher, Outlook)
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Impact and Influence
- Good people management skills
- Goal/result oriented
- Good planning and organizing skills
- Managing external relationships
- Good management skills
- Good research and analytical thinking skills
- Knowledge of the legal framework of Government
- Knowledge of Contract negotiations and drafting;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the OIC
- Sound knowledge of Conveyance, Commercial Law
- Organizational awareness

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Six (6) years progressive experience at the Bar.

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. Procurement Manager (GMG/SEG 1)

Job Purpose

The incumbent will support operational requirements and manage the Procurement process and the supply base efficiently and effectively by developing integrated purchasing strategies that support organizational strategies, goals and objectives.

Key Responsibilities

Management/Administrative:

- Prepares Procurement Plan;
- Recommends a Procurement and Selection Framework and define Tender procedures;
- Manages the entire Procurement process from the Request For Information (RFI), Request For Proposal (RFP) to the selection process except the adjudication and Award of Contract;
- Supports the functioning of the Procurement Committee, implement its decisions, and act as a secretariat to the Committee;
- Checks and prepares the Terms Of Reference (TORs);
- Prepares tendering documents;
- Prepares advertisements of Tender opportunities;
- Collaborates with the Legal Services Division in the preparation of Contract documents;
- Issues approved Contract documents;

- Maintains and archives records of the Procurement and selection process;
- Maintains a list or Register of all Contracts awarded;
- Prepares monthly reports for the Deputy Commissioner;
- Prepares and submits to the Management Meeting, Quarterly Reports on the implementation of the Annual Procurement Plan;
- Co-ordinates the procurement and selection activities of all the Divisions, Branches and other areas and of the procuring entity;
- Prepares other reports as may be required from time to time;
- Instructs and controls the processes of acquisition of goods and services, actively participating in the preparation of the specifications for Public Procurements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration or related discipline;
- Three (3) years' relevant experience.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours.

3. Administrative Assistant (GMG/AM 2)

Job Purpose

The Administrative Assistant provides administrative, clerical and project support to the Senior Management Team. He or she will be responsible for ensuring the efficiency and smooth operations of Divisions of the OIC.

Key Responsibilities

Management/Administrative:

- Prepares, proof-reads and edits documents, correspondence, spreadsheets and reports as directed, ensuring accuracy and meeting all established deadlines;
- Answers and directs phone calls, takes messages, and field/answer all routine and non-routine questions;
- Establishes and maintains Filing System, sorts and directs mail and maintains an accurate calendar;

- Provides high quality Customer Service using professionalism, confidentiality, and good judgment;
- Prepares, co-ordinates and organizes meetings as required to include room reservations, notification to members, and distribution of meeting materials and Minutes;
- Prepares travel arrangements as required;
- Prepares and processes monthly expense reports;
- Processes Room Reservation requests and to facilitate access control;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills
- Use of technology (relevant computer applications – Microsoft Office Suite)
- Good records management skills
- Ability to record and transcribe Minutes
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written materials
- Ability to work under pressure and meet deadlines
- Research and data analysis skills
- Job Knowledge - principles and practices of office management and organization
- Ability to multitask, pay attention to detail, under pressure and meet tight deadlines
- Ability to create effective tracking and management systems and to follow up and carry tasks through to successful completion
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior government officials both locally and internationally
- Ability to manage competing demands comfortably

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution;
- Three (3) years' experience in related field.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 6th December, 2022 to:**

**Information Commissioner
Office of the Information Commissioner
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.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 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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