



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 16 **OSC Ref. C.6555**

12th January, 2023

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 **vacant** post of **Legal Officer (JLG/LO 2)** in the **Independent Commission of Investigations (INDECOM) - (Headquarters)**, salary range \$2,372,868 – \$2,820,594 per annum and any allowance(s) attached to the post.

Job Purpose

As instructed by the General Counsel and the Senior Legal Officer, the incumbent provides high quality legal advice as regards to investigations and resolution of complaints.

Key Responsibilities

Technical/Professional:

- Provides legal advice and participates in consultations on investigation for which the Commission is required to submit a report;
- Gives technical legal advice on any legal matter arising out of the conduct and management of investigations;
- Assists in the research required for the review and reform of relevant laws and regulations being the responsibility of the Commission;
- Assists with the interpretation, implication and implementation of various legislation;
- Prepares and renders legal advice and opinion on matters relating to interpreting law, directives, rights, liabilities of personnel employed to the Commission;
- Provides guidance and advices on matters relating to the work of the Department and Commission;
- Reviews case file and completed investigations and prepare reports as requested by the Statute;
- Represents the Commission in legal proceedings, to include the effective prosecution/arguing of all legal cases initiated by Commission or the defending of cases brought against the Commission in the various Courts;
- Peruses and/or drafts contacts on behalf of the Commission;
- Conducts research and analyses cases to determine probable outcomes and devises effective strategies to advance the prosecution of matters brought by the Commission, or to argue and defend cases brought against the Commission;
- Assists with researching, drafting and preparing all documents required for filing a case on behalf of the Commission;
- Assists with researching, drafting and preparing all documents required for responding to a filed against the Commission;
- Works closely with team to prepare a comprehensive brief on each case that goes to trial;
- Performs any other related duties that may be assigned from time to time.

Required knowledge, Skills and Competencies

- Good oral and written communication skills
- Good mediation and negotiation skills
- Demonstrated team building and collaborative skills
- Good research and analytical skills
- Ability to evaluate information and demonstrate sound judgment in decisions-making
- Ability to effectively translate ideas, concepts and information into either written or verbal form
- Ability to use technology effectively and efficiently
- Good problem-solving and decision-making skills
- Excellent planning, organizing, leadership and interpersonal skills

Specific knowledge:

- Legal, Ethical codes, Court procedures and Government regulations
- Expert knowledge of applicable principles of criminal and civil laws and rules of criminal procedures and relevant Constitutional and Statutory laws
- Comprehensive knowledge of Administrative Law
- Working knowledge of the principles of management, administration, planning and resource utilisation

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate from the Council of Legal Education.

Special Conditions Associated with the Job

- Required to travel
- Willingness to work extended hours

Applications accompanied by résumés should be submitted ***via email*** **no later than Wednesday, 25th January, 2023 to:**

hrd@indecom.gov.jm

Please note that only short-listed 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**