



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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

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1st February, 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 following **vacant** posts in the **Jamaica Fire Brigade**:

1. **Senior Director, Finance and Corporate Affairs (GMG/SEG 5)**, salary range \$6,028,127 - \$8,107,161 per annum.
2. **Senior Director, Human Resource Management and Development (GMG/SEG 4)**, salary range \$4,947,565 - \$6,653,925 per annum.
3. **Director, Training and Development (GMG/SEG 2)**, salary range \$3,332,803 - \$4,482,249 per annum.
4. **Director, Industrial Relations (GMG/SEG 2)**, salary range \$3,332,803 - \$4,482,249 per annum.
5. **Director, Accounts Receivables (FMG/PA 2)**, salary range \$3,332,803 - \$4,482,249 per annum and any allowance(s) attached to the post.
6. **Legal Officer (JLG/LO 3)**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.

1. **Senior Director, Finance and Corporate Affairs (GMG/SEG 5)**

Job Purpose

Reporting to the Commissioner the incumbent provides leadership and direction to the department and facilitates development and implementation of effective and efficient strategies and policies with appropriate monitoring and evaluation techniques that will identify deviation. These include matters relating to the administration of Human Resource Management, Finance and Accounts, Information Technology and Communication, Corporate Planning and procurement. The incumbent also manages and monitors the Department's Strategic and Operational Plan, guides and directs the Department's administrative policies. The post holder will establish and manage procedures for sound Corporate Governance of the Brigade and will advise the Commissioner on all matters relating to same. The incumbent is also responsible to provide technical support as it relates to the interpretation of Staff Orders, regulations, conditions of service, pension and leave administration. The Senior Director of Finance and Corporate Affairs oversees the adequate staffing of all areas of Finance and Accounts, Human Resource Management and Development, Corporate Planning, Information and Communication Technology, Procurement and Office Management.

Key Responsibilities

Technical/Professional:

- Provides administrative support to Incident Commander at major emergencies in relations to Budget;
- Co-ordinates the development, implementation and maintenance of comprehensive Human Resource Policies and Practices within the Brigade to ensure optimum development of the organization human capital;
- Ensure the recruitment, selection and retention of staff in keeping with the changing needs of the Brigade;
- Oversees the implementation of training and development programmes for staff thereby ensuring that a skilled workforce is provided, and the strategic objectives of the Brigade are satisfied;
- Oversees the implementation of a Succession Planning Programme to ensure continuity of skills, competencies, and career advancement of employees within the Organization;

- Guides the restructuring of Departments, Branches and Sections or Units to meet the changing requirements of corporate objectives and strategies as identified in the Corporate Planning Process;
- Oversees the implementation of organizational changes and modernization measures necessary to strengthen the Brigade abilities to fulfill its mandates;
- Ensures the development and implementation of an efficient Human Resource Management Information System Database on all staff within the Organization;
- Facilitates the operations of Records and Information Management Unit ensuring that the relevant policies and best practices are implemented as well as the codes of practice for access to information;
- Facilitates the implementation of Change Management Initiative and constantly monitors and reviews the Organization's operations, ensuring the relevance of business processes and structures and those are in keeping with the Vision, Mission and goals of the Brigade;
- Assists the Commissioner in the development and administration of rules, regulations, policies and Standard Operating Procedures and guidelines.

Management/Administrative:

- Plans, organizes and directs the work of the Department by overseeing the work and development of the Brigade's Strategic, Corporate Operational Plans and reviews the effectiveness of such plans and recommends changes, as necessary;
- Provides policy direction to the Organization's Management Team to enable them to make administrative and operational decisions;
- Provides technical advice to Commissioner and other relevant persons/organizations as required;
- Develops/implements and maintains policies and procedures to guide the operations of the Department and the wider organization;
- Troubleshoots areas of potential discontent and takes proactive measures;
- Monitors and provides technical assistance in the preparation of Tender documents and participates in the selection of contractors; oversees/supervises the work of consultants/contractors ensuring their adherence to the terms and conditions of the contract and recommends appropriate action in cases of breach;
- Designates responsibility in areas of functional overlap, evaluates and recommends change in organization and allocation of staff and equipment in order to meet operational needs, oversees special project;
- Oversees the provision of Information Technology Systems to transform and modernize the operations of the Brigade;
- Ensures that the Records Management Function of the Brigade is in order to deliver reliable and accurate information to support decision making;
- Facilitates the provision and maintenance of an efficient leave and pension administration programme for the Brigade;
- Monitors revenue and expenditure to ensure Departmental compliance with Budget and procurement procedures;
- Evaluates the effectiveness of departmental performance measures and recommends changes and/or improvements as needed;
- Represents the Brigade at local and international meetings, conferences and other fora as required;
- Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested from Departments/Divisions.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiate corrective actions wherever necessary to improve performance and/or established personal and/or organizational goals;
- Oversees the recruitment of staff for the Departments/Organization and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and Standard Operating Procedures;
- Develops and implements in collaboration with the Human Resource Management and Development, a programme of succession planning for the Organization to facilitate continuity and the availability of required skills and competencies to meet the needs of the Organization;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and the developmental needs of staff in the Departments/Divisions are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills and strong persuasive and presentation skills
- Excellent interpersonal and people management skills
- Excellent leadership qualities
- Excellent planning and organizing skills
- Ability to manage effective teams and work groups
- Excellent Knowledge of Accounting Principles and Practices
- Good Knowledge of Risk Management
- Excellent Knowledge of Financial Management
- Excellent Knowledge and Practice in Budgeting and Forecasting
- Good Knowledge of Financial Administration and Audit Act (FAA) Instructions
- Good Knowledge of Financial Instructions to Statutory bodies
- Excellent working knowledge of Accounting software
- Proficiency in the use of relevant computer applications
- Sound judgment and integrity/ethics exercised in the performance of duties
- Ability to develop others

Functional:

- Knowledge of principles and practices of public administration, performance, budgeting, financial and personnel management
- Excellent computer application skills
- Sound Knowledge of FAA Act, Public Bodies Management and Accountability Act, Public Procurement Act and Regulation, Labour Laws and other relevant regulations
- Knowledge of Jamaica Fire Brigade Act, Regulations, and Terms and Conditions of Employment Manuals
- Excellent analytical, judgement and conceptual skills
- Excellent diagnostic and strategic management skills
- Excellent problem-solving skills
- Demonstrate initiative to solve administrative issues.
- Knowledge of Payroll Administration related statutory regulations
- Ability to build and maintain relationships
- Knowledge of Human Resource Management Policies, Procedures and Regulations
- Knowledge in procurement procedures and guidelines

Minimum Required Qualification and Experience

- Graduate Degree in Public Administration/Business Administration/Management Studies, or any other related field, with five (5) years of professional experience in a Senior Management position.

OR

- First Degree in Public Administration/Business Administration/Management Studies with ten (10) years' experience in Human Resource Management, Finance and Accounts.

2. Senior Director, Human Resource Management and Development (GMG/SEG 4)

Job Purpose

Reporting to the Senior Director Finance and Corporate Affairs, the incumbent is responsible for planning organizing and directing the Personnel, Training, Industrial Relations, Human Resource and Administrative Programmes for the Brigade to enable effective integration and seamless implementation of HR policies, systems and programmes. The incumbent provides oversight and technical guidance to the Units, ensuring that the relevant policies and best practices are implemented and upheld to achieve organizational efficiencies and effectiveness in accordance with the Vision and Mission of the Brigade. The Senior Director of HRM& D is the chief advisor to Executive and Line Managers on human resource matters as such; the incumbent is expected to remain current in Government of Jamaica HR policies and procedures, international best practices as well as Industry trends in managing people resources in fire service.

Key Responsibilities

Technical/Professional:

- Oversees interviews to recruit members of staff at the Senior Management levels for positions within the Brigade;

- Conducts scheduled visits to all Divisions within the Brigade to ensure that Human Resource Management functions are executed in accordance with the Public Service Regulations, Policies and Procedures within the Brigade;
- Liaises with other Human Resource Management practitioners in the Public and Private Sectors to network and share ideas.

Management/Administrative:

- Provides expert advice, briefings and support to the Board, Commissioner, Senior Director Finance and Corporate Service and other officers on matters relating to Human Resource Management and Development;
- Develops and monitors the Human Resource Strategic and Operational Plans for the Brigade;
- Develops and implements Succession Planning and Employee Development Programmes to ensure continuity of skills, competencies and career advancement of employees within the organization;
- Liaises with other Senior Executives to solicit the relevant information from them to ensure their staff training and development needs are identified and addressed;
- Develops and continuously reviews the Human Resource Policy and Procedures Manuals;
- Participates in the development/review, and ensure the implementation of Human Resource development and management policies and procedures in accordance within the relevant regulations;
- Oversees the administration of the discipline and grievance procedures, ensuring consistency, fairness and equity in the Brigade.;
- Oversees the administration of Staff Welfare Programmes;
- Co-ordinates the review/development of Job Descriptions to ensure currency of jobs in meeting the needs of the Brigade and makes recommendations for reclassifications where necessary;
- Co-ordinates and monitors the Performance Management and Evaluation System within the Brigade;
- Prepares and implements departmental procedures administration of Brigade policies, Standard Operating Procedures and Standard Operating Guidelines;
- Reviews and analyzes the Brigade's operational structure and manpower needs and makes recommendations for adjustment as is required periodically;
- Provides accurate and timely interpretation and application of Human Resource policies and procedures;
- Collaborates with Senior Executives and facilitates the restructuring of Divisions, Sections or Departments to meet the changing requirements of the Jamaica Fire Brigade;
- Monitors and ensures the Brigade's compliance with the relevant labour laws and maintains a conducive industrial relations climate.

Human Resource:

- Oversees the design of Work Plans and programmes for the Brigade, ensuring staff are effectively utilized and productivity optimized;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Participates in the recruitment, selection and orientation of staff for the Brigade;
- Determines the tools required for improved efficiency within the Department;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and implement Staff Development and Succession Plans for the Brigade to ensure adequate staff capacity;
- Ensures the welfare of Unit staff are clearly identified and addressed;
- Collaborates with the Senior Director Finance and Corporate Affairs in setting meeting agenda;
- Prepares profiles of staff to be appointed, promoted, retired and granted study leave;
- Participates as a member of the Disciplinary Committee that deals with infractions by staff.

Required Knowledge, Skills and Competencies

Core:

- Excellent people management skills
- Excellent problem solving and decision making skills
- Excellent oral and written communication and Training and Development skills
- Effective planning and organizing skills
- Excellent interpersonal skills

- High level of integrity, ethics and confidentiality in execution of duties
- Accountability
- Excellent customer relations skill
- Excellent leadership skills

Functional:

- Excellent Knowledge of Government Human Resource policies and procedures
- Excellent people management skills
- Proficiency in computer applications
- Excellent strategic planning skills
- Good listening and counseling skills
- Excellent Knowledge of Staff Orders, Public Service Regulations
- Good knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of the Grievance Policy for the Public Sector

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Human Resource Development, Business Administration (with specialization in Human Resource) along with post Graduate training in related field with a minimum of five (5) years' experience at the management level.

3. Director, Training and Development (GMG/SEG 2)

Job Purpose

Reporting to the Senior Director of Human Resource Management and Development the incumbent supports the Training and Development needs of the Brigade with a view to achieve organizational efficiency and effectiveness in accordance with the Vision and Mission of the Organization in keeping with the Government's Human Resource Management policies and guidelines framework. The incumbent also guides the implementation of Training and Development activities with established policies and procedures in order to achieve the Brigade's strategic objectives. He/she evaluate Human Relations and work-related problems with a view to creating a harmonious working environment.

Key Responsibilities

Technical/Professional:

- Participates in the implementation of the Public Sector Performance Management and Appraisal System (PMAS) by co-ordinating the requisite training for management and staff;
- Liaises with other Senior Executives and Area Officers to solicit the relevant information required from them to ensure their staff training and development needs are identified and addressed;
- Provides professional advice and guidance to Area Officers and Line Managers of the Brigade;
- Identifies skills/competencies gaps;
- Conducts scheduled visits to all Divisions within the Brigade to ensure that Training and Development functions are executed in accordance with the Public Service Regulations, Policies and Procedures within the Brigade;
- Develops and implements the annual Staff Training and Development Programme and Succession Plans in alignment with, and in support of the achievement of the Strategic Objectives of the Brigade;
- Develops Training and Development Budget;
- Prepares the yearly Operational Plan;
- Liaises with other Directors of Training and Development practitioners in the Public and Private Sectors to network and share ideas;
- Maintains effective working relations with external and internal stakeholders, including Training Institutions and clients, ensuring that the Division provides a consistently high level of service to them.

Management/Administrative:

- Provides expert advice, briefings and support to the Chief Finance and Corporate Executive and the Senior Director of Human Resource Management and Development on matters relating to Training and Development;
- Participates in the development of the Human Resource Strategic and Operational Plans for the Brigade;

- Participates in the development and implementation of Succession Planning and Employee Development Programmes to ensure continuity of skills, competencies and career advancement of employees within the Organization;
- Liaises with other Senior Executives to solicit the relevant information from them to ensure their staff training and development needs are identified and addressed;
- Reviews and recommends the Training and Development Budget;
- Develops and continuously reviews the Human Resource Policy and Procedures Manuals;
- Participates in the development/review and ensures the implementation of Human Resource Development and Management Policies and Procedures in accordance with the relevant regulations;
- Assists in the Co-ordination, review/development of Job Descriptions to ensure currency of jobs in meeting the needs of the Brigade and makes recommendations for reclassifications where necessary;
- Assists in co-ordinating and monitoring the Performance Management and Appraisal System within the Brigade;
- Prepares and implements departmental procedures, administration of Brigade policies;
- Participates in periodic review and analyses the Brigade's structure and manpower needs and makes recommendations for adjustment as is required;
- Provides accurate and timely interpretation and application of Training and Development policies and procedures;
- Provides consultation to Senior Executives and facilitates the re-design of key positions to ensure their contributions to the overall operations are optimized;

Human Resource:

- Plans, organizes, and directs the work of the Unit by overseeing the development of the corporate/operational and Work Plans and Budget;
- Conducts periodic reviews of the supervisees in accordance with Work Plans;
- Develops and manages the Performance of the Unit and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Conducts final assessment of supervisees based on the performance assessment criteria and prepares Performance Report;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with external and internal stakeholder and clients ensuring the Branch provides a consistently high level of service to them;
- Devises systems and customer surveys to assess the performance of the Unit in keeping with Citizens Charter and taking corrective action as necessary .

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent customer relations skill
- Excellent leadership Skills
- Excellent integrity/ethics exercised in the performance of duties
- Ability to develop others

Functional:

- Training and Development skills
- Ability to exercise sound judgment
- Excellent knowledge of Training and Development techniques
- Excellent knowledge of Staff Orders, Public Service Regulations

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized institution in the disciplines of Human Resource Management or Human Resource Development or Business Administration or Management Studies or Public Administration;
- Five (5) years' experience in a management capacity in Human Resource Management;
- Experience in conducting training needs assessment;
- Specialized training in this area would be an asset.

4. Director, Industrial Relations (GMG/SEG 2)

Job Purpose

Reporting to the Senior Director of Human Resource Management and Development the incumbent is responsible for administering all Industrial Relations matters for the Jamaica Fire Brigade, for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Staff Associations.

Key Responsibilities

Technical/Professional:

- Represents the Brigade at meetings relating to negotiations, conciliations and arbitrations;
- Participates in the preparation of briefs on wage claims for submission to the relevant authorities;
- Conducts, researches and processes all Industrial Relation Matters;
- Provides technical guidance and assistance to managers, supervisors, and employees in areas of Labour Laws, policy administration, policy interpretation, problem resolution and investigation of complaints and grievances;
- Co-ordinates and chairs meeting at the local level on claims that do not have service wide implications;
- Keeps information up to date on changes in labour laws, arbitration decisions and anything that may affect union and management relations;
- Examines and attempts to resolve Industrial Disputes and grievances in the workplace;
- Researches past arbitration decisions, grievances and analyses their effect on pending negotiations;
- Provides assistance and training to managers and supervisors on Employee Relations, best practices and appropriate disciplinary procedures;
- Performs as a facilitator and mediator in employee/supervisor conflicts;
- Participates in investigating problems such as working conditions, disciplinary actions, harassment allegations and discrimination charges;
- Facilitates the proper interpretation/understanding of terms and conditions of employment, regulations and policies with particular emphasis on staff benefits:
- Interprets and monitors the implementation of policies related to staff benefits;
- Keeps all rules and regulations which affect staff current and posted for their information
- Ensure that all systems are in place to provide employees with information about benefits for which they are eligible;
- Advises staff on policies and Human Resource policies/activities;
- Advises individual member of staff of all benefits for which he/she is eligible in keeping with conditions of service policy in force from time to time;
- Advises all Heads of Sections on matters affecting staff welfare.

Management/Administrative:

- Prepares briefs for the Management Team on claims served by Unions/Associations;
- Monitors the implementation of Heads of Agreement;
- Disseminates information to staff on changes in the relevant Acts, Regulations, Codes and Laws;
- Participates in the design and development of the work plan/programme for the Division;
- Advises the relevant persons on the proper procedures for carrying out negotiations and on salary agreements;
- Liaises with the relevant Ministries on Industrial Relations Matters;
- Advices on the operation of industrial awards and agreements
- Ensures that disciplinary actions are administered in accordance with established policies and regulations;
- Participates in the development of the Human Resource policy;
- Participates in the implementation and monitoring of the Performance Appraisal System.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent integrity/ethics exercised in the performance of duties
- Excellent interpersonal skills
- Excellent customer relations skills

Functional:

- Excellent negotiating skills
- Excellent knowledge of the relevant Acts, Laws, Codes and regulations

- Good knowledge of Government Human Resource Policies and Practices
- Good analytical and problem solving skills
- Good conflict resolution skills
- Excellent decision making and judgment skills
- Proficient in the relevant computer applications
- Excellent listening skill
- Sound counseling skill

Minimum Required Qualification and Experience

- First Degree in Management Studies or Public Administration;
- Training in Industrial Relations, at a recognized tertiary institution;
- Minor in Psychology or certificate in Counselling;
- Three (3) years' experience in a related field.

5. Director, Accounts Receivables (FMG/PA 2)

Job Purpose

Reporting to the Senior Director Finance and Accounts the incumbent is responsible for the preparation of the accounts of the Brigade on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual financial statement to Senior Managers and external stakeholders.

The incumbent is also responsible for preparing journal entries, maintaining balance sheet schedules, ledgers and accounts. Assisting with monthly closings, accounts analysis.

Key Responsibilities

Technical/Professional:

- Ensures that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgements, Payments, Depreciation Provisions other Provisions etc. are accurately and properly brought to account in the period to which they relate;
- Ensures that all journal vouchers for, advance clearance and other adjustments in respect of the month have been correctly posted and are properly reflected in the accounts;
- Ensures that all manual cheques and cheque cancellations have been properly brought to account;
- Ensures that the Original Estimates, Supplementary Estimates and Revenue Estimates are properly brought to account under the relevant Heads;
- Ensures that warrant issues, warrant transfers, warrant adjustments and cash advances are properly brought to account under the relevant Heads;
- Ensures the Printing and checking of the following statements for accuracy and completeness in respect of all Heads:

Final Accounts

- ✓ Balance Sheet
- ✓ Income and Expenditure
- ✓ Cash Flow

Management Accounts

- ✓ FS 1 – Trial Balance
- ✓ FS 2 – Receipt and Payment
- ✓ FS 3 – Bank Reconciliation
- ✓ FS 4 – Bank Balances
- ✓ FS 5 – Expenditure by Activity
- ✓ FS 6 – Expenditure by Object
- ✓ FS 11 – List of Advances
- ✓ FS 10 – Summary of Advances
- ✓ FS 12 – Summary of Deposits
- ✓ FS 13 – List of Deposits
- ✓ FS 16 – Miscellaneous Revenue
- Resolves all errors found in the above statements;
- Generates Financial Statements for submission to the Ministry of Finance and the Public Service and the Auditor General's Department;
- Maintains the Advance Register using Excel;
- Clears Advances and ensures that they are original and certified.

Management/Administrative:

- Assists with the preparation and maintenance of Operations and Procedures Manual to guide the activities of the Units and ensures effective internal control;

- Ensures that all accounting records within the Units are maintained in accordance with established procedures;
- Prepares draft response to audit queries in relation to the Unit and implement agreed recommendations;
- Prepares and submits financial and other reports as required, ensuring the provision of accurate and timely information for decision making;
- Guides Accounts Receivable Officers on technical issues or in resolving problems encountered;
- Participates in the preparation of the Units Operational Plan and Budget.

Human Resource:

- Manages the welfare and development of staff supervised through the Performance Appraisal System;
- Provides effective leadership to staff supervised through objective setting, delegating and communicating;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across the Branch;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures.

Required Knowledge, Skills and Competencies

Core:

- Good planning and organizational skills
- Good analytical and judgement skills
- Good time management skills
- Good critical thinking and problem-solving skills
- Good presentation, oral and written communication skills
- Good interpersonal and customer skills
- Ability to work in teams
- Excellent Computer skills; Ability to work under pressure and meet tight deadlines
- Maintains a high level of productivity and self-direction
- Experience in Public Sector Final Accounts

Functional:

- Knowledge of the laws, regulations, principles and practices relating to Public Sector financial accounts and general ledger
- Sound knowledge of the FAA act Public and Government accounting policy and procedure and internal control systems
- Strong customer focus, including confidence in resolving issues with staff, suppliers, customers, banks, auditors, tax administration Jamaica, and other teams within the Organization
- Sound knowledge of the GOJ procurement procedures, management of assets and inventory
- Experience in manual and automated bank reconciliation
- Experience in Public Sector Final Accounts
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications

Minimum Required Qualification and Experience

- A Bachelor's degree in Accounting or Business Administration from a recognized institution;
- Successful completion of the relevant government accounting and computing courses and at least three (3) years' experience;
- Satisfaction of the Proficiency criteria;
- Any equivalent combination of education and experience required.

6. Legal Officer (JLG/LO 3)

Job Purpose

The incumbent is responsible for: guiding management in conducting the business of the Jamaica Fire Brigade within the law in a manner which will protect the Brigade from legal liabilities and allows it to enforce its rights and honour its obligations. The Legal Officer will provide and/or obtain

legal advice to assist Brigade's officials in decision making in support of organization objectives; to assist the Jamaica Fire Brigade to obtain successful outcomes in litigation and ensures that there is compliance with all relevant laws, Government procedures and regulations.

Key Responsibilities

Technical/Professional:

- Provides legal advice in the preparation of employment and procurements contracts etc.;
- Provides legal guidance in conducting compliance and enforcement activities in cases of breach of the Fire Prevention Regulation;
- Assumes responsibility as member of the Brigade's Negotiating Team in transaction requiring legal oversight to ensure that the Brigade's interests are protected and that it operates in the ambit of the laws;
- Provides support to the Brigade including the preparation of cases and represents the Brigade in Court;
- Prosecutes Offenders (under fiat) under the Fire Brigade Act;
- Examines and processes recommendations for the amendment of the Fire Brigade's Act;
- Performs any other related duties that may be assigned by the Commissioner from time to time.

Management/Administrative:

- Provides accurate and timely counsel to the Commissioner and Board of Directors on point of procedures, legal requirements, and matters relating to Fire Brigade Act and other legislation;
- Provides legal advice/opinion to the Board and/or Board of Directors on request or as maybe seen fit;
- Reviews and advises on legal implications of internal policies and procedures;
- Remains competent and current through self-directed professional reading;
- Participates in Government of Jamaica initiatives, maintaining membership in professional Organizations;
- Remains current on GOJ policies in an effort to add value and inform decision making;
- Prepare Cabinet Submissions/comment on Submission;
- Contributes to the development of the Brigade Operational and Strategic Planning Process resulting in the Brigade's Annual Strategic and Operational Plans being aligned to the Brigade Strategic Plans, in conjunction with the Commissioner;
- Reviews legislations, regulations and other legal instruments that are related to the Brigade, makes recommendation where necessary;
- Liaises with the Attorney General's Chambers and other Government and state authorities and matters of law which affects or impact the functions and work of the Brigade;
- Liaises with the Jamaica Intellectual Office in relation to copy rights, patents and trademarks etc.;
- Observes and/or participates in proceedings in Court and/or in Parliament for/and on behalf of the Brigade;
- Drafts and solidifies contracts, agreements and other legal documents including those relating to investment projects which may be funded wholly or partially by international development partners;
- Participates in negotiation process for the programming of new and amendments to projects agreements and contracts;
- Advises on all areas and aspects of Labour and Employment Laws;
- Is custodians of legal documents, agreements and contracts.

Required Knowledge, Skills and Competencies

Core:

- Sound judgement and legal acumen
- Good time management and organizational skills
- Good planning and monitoring skills
- Sound analytical and problem-solving skills
- Good presentation, oral and written communication skills
- Good leadership, teambuilding, and interpersonal skills
- Sound knowledge of computer software
- Sound personal and professional integrity
- Ability to cope well under pressure and meet tight deadlines
- Maintains a high level of productivity and self-direction

Functional:

- Good research and analytical skills
- Knowledge of the legal framework of Government
- Knowledge of contract negotiations

- Sound knowledge of Conveyancing Act, Fire Brigade Act, Regulations, and other applicable Laws
- Networking skills
- Goal/Result oriented

Minimum Required Qualification and Experience

- Bachelor of Laws (L.L.B);
- Legal Education Certificate from the Council of Legal Education;
- Five (5) years legal experience, preferably in the areas of Litigation, General Advice, Legislation, Contract and Labour Laws.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th February, 2023 to:**

**Director, Human Resource Management
Jamaica Fire Brigade
85 Hagley Park Road
Kingston 10**

Email: dirhr.jfb@cwjamaica.com/mgrant@jfb.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**