



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

CIRCULAR No. 162

OSC Ref. C.4857¹⁸

12th April, 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 be assigned to the post of **Assistant Attorney General (JLG/LO 4)** for the period **May 1, 2023 to July 31, 2023**, in the **Ministry of Transport and Mining**, salary range \$6,820,273 – \$9,172,509 per annum.

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Attorney-General provides advice and guidance on a range of legal matters to support the work of Ministers and Permanent Secretary in the Strategic Management of the Ministry of Transport and Mining.

Key Responsibilities

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 subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its subjects;
- 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 the Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares Legal Briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- 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;
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represents the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Recommends remedies to rectify identified deficiencies and breaches;
- 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 LSU'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 project documents as required;
- Prepares and delivers legal presentations as needed.

Human Resource:

- Participates in the recruitment and training of staff of the Unit;

- Identifies skills/competencies gaps and contributes to the development and Succession Planning of the LSU to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/In-boarding Programme;
- Contributes and maintains a harmonious working environment.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written 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 law or practice relating to Constitutional and Legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and Ministry
- Excellent knowledge of the English legal system and the legal framework of Government
- 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 Jamaica context and the current challenges facing the GOJ
- Good strategic and analytical skills to enable them to advise on complex issues
- Good organizational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex Organizations; the ability to manage and engage high performing top teams that deliver within a Budget, in a complex environment
- 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
- Advances 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;
- Certificate in Legal Education;
- Six (6) years progressive experience at the Bar.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th April, 2023 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.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**