



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No.164** **OSC Ref. C.6272<sup>17</sup>**

**13<sup>th</sup> 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) – (Not Vacant)** in the **Legal Service Unit, Office of the Prime Minister (OPM)**, 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 Cabinet/Financial/Permanent Secretary in the strategic management of a discrete Ministry.

#### **Key Responsibilities**

- 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 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;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- 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;
- 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 advise on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represent 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.
- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the co-ordination of Work Plans and recommends performance targets for the staff assigned;

- Identifies strategic risks of relevance to the Ministry where there are legal implications and advises the Permanent Secretary on risk management as appropriate;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the LSU to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes and maintains a harmonious working environment.

### **Required Knowledge, Skills, and Competencies**

- Excellent interpersonal and team management skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making and problem solving skills
- 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;
- knowledge of the English 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 GOJ;
- Excellent written and oral 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;
- Good 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;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Strong organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; 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;
- Advanced IT skills in relation to Word, PowerPoint, Excel, and MS Project and associated legal software.

### **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB);
- Legal Education Certificate from the Council of Legal Education;
- Six (6) years legal experience in the Public Sector;
- Experience working in areas of General Advice; Commercial Affairs and Industrial Relations; and Constitutional Law, Legislation, Law Revision and Law Reform would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 26<sup>th</sup> April, 2023 to:**

Senior Director  
Human Resource Development & Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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