



## 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. 186**

### **OSC Ref. C. 4468<sup>8</sup>**

27<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 fill/be assigned to the following posts in the **Attorney General's Chambers (AGC)**:

1. **Assistant Attorney-General (JLG LO 4) – four (4) not-vacant and one (1) vacant** - Litigation and State Proceedings Division, salary range: \$6,820,273 - \$9,172,509 per annum.
2. **Assistant Attorney-General (JLG LO 4) – one (1) not-vacant and one (1) vacant** – Constitutional and Legislative Affairs Division, salary range: \$6,820,273 - \$9,172,509 per annum.
3. **Crown Counsel (JLG LO 3) - vacant** - Constitutional & Legislative Affairs Division, salary range: \$5,597,715 – \$7,528,305 per annum.
4. **Human Resource and Development Officer (GMG/AM 4) - vacant post** - Corporate Services Division, salary range \$2,478,125 - \$3,332,803 per annum
5. **Executive Secretary 1 (OPS SS 4) – vacant post** - Legal Division, salary range \$1,984,305 - \$2,668,670 per annum.

### **1. Assistant Attorney-General (JLG LO 4)**

#### **Job Purpose**

Under the general direction and leadership of the Deputy Solicitor-General, Litigation and State Proceedings, the Assistant Attorney-General prepares for and conducts trials and advises on pleadings and other court filings for a range of complex legal claims brought by or against the GOJ.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Advocates in the Courts of Jamaica on behalf of Ministries, Departments and Agencies (MDAs) of Government;
- Initiating legal proceedings in the Supreme Court on behalf of Ministries, Departments and Agencies of Government who seek the representation of the Attorney-General's Chambers;
- Reviews incoming cases to assess the type of case, identify legal issues, and determine pending deadlines and initial Court appearances;
- Formulates strategy for a range of cases;
- Writes for instructions and follows-up on matters relating to claims;
- Interviews witnesses and meets with clients;
- Conducts a range of complex legal research;
- Drafts Pleadings and other Court documents;
- Appears as Counsel at the Industrial Disputes Tribunal; the Supreme Court and the Court of Appeal;
- Engages in Court mandated mediations;
- Negotiates settlements and settles claims;
- Writes opinions for various Ministries, Departments and Agencies of Government in litigious matters;
- Advises, consults with, and briefs the Senior Assistant Attorney General, on the status of all assigned cases.

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

#### **Core**

- Excellent interpersonal and communication skills
- Strong analytical and problem-solving skills
- Strong client relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

#### **Technical**

- Excellent presentation and advocacy 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 advocacy and litigation;
- Excellent written and verbal communication including 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;
- Problem solving and negotiation/facilitation skills and experience;
- Good strategic and analytical skills to enable them to advise on complex issues;
- 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
- Legal Education Certificate
- At least five (5) years post qualification experience as a trial lawyer

## **2. Assistant Attorney-General (JLG LO 4)**

### **Job Purpose**

Under the general direction of the Deputy Solicitor-General, Constitutional and Legislative Affairs, the incumbent is responsible for providing legal advice to various Government Ministries, Departments and Agencies (MDAs) on a wide range of legal matters.

### **Key Responsibilities**

- Advises Ministries, Departments and Agencies on a range of legal issues relating to legislative matters including Cabinet Submissions, Bills, draft Regulations and Green Papers;
- Attends Committee Meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations;
- Advises members of Parliament on draft legislation and other legal matters;
- Represents the Chambers on Working Groups to consider the enactment of Legislation and the formulation of Policy;
- Represents MDAs before the Access to Information Appeal Tribunal;
- Advises the Responsible Minister and Appeal Tribunal in respect of planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act;
- Provides legal advice of a more general nature to Committees of Cabinet, and MDAs.
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provides information as necessary or required;

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

#### **Core:**

- Excellent interpersonal and team management skills
- Excellent 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 analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ;
- Excellent written and verbal 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;
- 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;
- Good 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;
- 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) Degree;
- Legal Education Certificate;
- Five (5) years relevant experience at the Bar.

**3. Crown Counsel (JLG LO 3)**

**Job Purpose**

Under the general direction of the Deputy Solicitor-General, Constitutional and Legislative Affairs, the incumbent is responsible for providing advice to Ministries, Departments and Agencies (MDAs) on a wide range of legal matters relating to the drafting and enactment of legislation.

**Key Responsibilities**

- Advises Ministries, Departments and Agencies on a wide range of legal issues relating to legislative matters;
- Conducts legal research to provide legal guidance and support to MDAs, Technical Working Groups and Parliamentary Committees;
- Prepares written opinions on a range of legal matters impacting MDAs;
- Reviews and comments on Cabinet Submissions, Bills and draft Regulations;
- Attends Committee Meetings of Cabinet considering legislative Submissions;
- Attends sittings of Parliament and Parliamentary Committees considering Bills, draft Regulations and other legal matters;
- Provides advice to Members of Parliament on draft legislation;
- Represents the Chambers on Working Groups considering the enactment of legislation and reviewing the related policy;
- Represents the Government on Appeals before the Access to Information Appeals Tribunal;
- Advises the responsible Minister and the Appeal Tribunal in respect of planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act, and the Natural Resources Conservation Act.

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

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong leadership and customer relations skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Excellent analytical, judgment, decision making and problem-solving skills
- Excellent planning and organizing skills
- Strong quality focus skills
- Ability to effectively lead, manage and motivate staff and influence others
- Demonstrate a high level of integrity and confidentiality
- Ability to demonstrate good persuasive, negotiating and conflict resolution skills
- Working knowledge of Government Administration, Financial Accounting and Public Procurement Act and Regulations
- Comprehensive understanding of the principles of effective HRM and understanding of corporate functions and their potential strategic contribution
- Practical knowledge of Information Technology and productivity solutions
- Ability to monitor and report on project Budgets across the portfolio at stakeholder and Sponsor levels.

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

- Bachelor of Laws (LLB) Degree;
- Minimum 3 years relevant working experience;

## **4. Human Resource and Development Officer (GMG/AM 4)**

### **Job Purpose**

Under the direction of the Director, Human Resource Management, the Human Resource Management and Development Officer is responsible for assisting in the recruitment and deployment of staff, the submission of recommendations to the Human Resource Management Committee (HMRC) and Human Resource Executive Committee (HREC) and liaising with Ministry of Justice Human Resource Management and Accounts Units to facilitate the timely processing of staff submissions and payments.

### **Key Responsibilities**

- Assists with the preparation of advertisements;
- Contacts applicants, arranges panels, prepares the relevant documents for the panelists and sets up interviews;
- Prepares submissions for appointment, acting etc. for submission to the HREC and HRMC;
- Prepares and dispatches letters advising staff and other stakeholders of decisions taken;
- Arranges for first time appointed staff members to be medically examined;
- Submits documents to Ministry of Justice, HR and Accounts Units to facilitate the timely payment of salary and allowances;
- Researches information and provides response to staff's queries;
- Conducts site visit to the Ministry of Justice HR, and Accounts Units to finalize submission and payment documents;
- Conducts site visit to Legal Service Units (LSUs) to interact with staff members and ascertain their concerns;
- Arranges orientation for new recruits;
- Prepares and submits reports to the Supervisor;
- Prepares job letters to financial and other institutions;
- Performs other related duties assigned by the Supervisor.

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

#### **Core:**

- Excellent interpersonal and teamwork skills
- Excellent communication skills
- Strong analytical and problem-solving skills

- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment

***Technical:***

- Knowledge of the principles of public sector management.
- Working knowledge of Human Resource Management principles and practices.
- Working knowledge of Public Service Regulations.
- Working knowledge of statutes, regulations, policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities.
- Ability to work independently.

**Minimum Required Qualification and Experience**

- First Degree in Human Resource Management/ Management Studies/Public Administration or related social sciences and a minimum of one (1) years' experience in a Human Resource Management environment;
- OR**
- Diploma in Human Resource Management/ Management Studies or equivalent with three (3) years' experience in a Human Resource Management environment.

**5. Executive Secretary 1 (OPS SS 4)**

**Job Purpose**

Under the direction of the Director, Human Resource Management, the incumbent provides administrative and secretarial support to the Deputy Solicitor General and acts as a liaison between the Deputy Solicitor General and the respective Attorney(s) in the Legal Service Units

**Key Responsibilities**

***Technical:***

- Acts as a liaison between the Deputy Solicitor-General and the Legal Service Unit; to provide relevant updates and information;
- Receives, sorts and processes incoming and outgoing correspondence in accordance with established guidelines (receives, logs and distributes mail), indicating those requiring immediate attention;
- Records and dispatches files to and from the Deputy Solicitor General;
- Prepares and collates legal documents and Divisional reports;
- Responds to routine and other correspondence as directed;
- Prepares draft letters and memoranda from general instructions; Transcribes/ reproduces dictated or written material in an accurate and presentable manner;
- Annotates/updates Laws of Jamaica and subsidiary legislation;
- Assists in the research of statutes, recorded judicial decisions and legal articles;
- Schedules appointments and meetings and maintains diary/appointment calendars;
- Prepares Agendas for meetings, takes and compiles Minutes, organizes relevant information and distributes accordingly;
- Maintains a well-organized filing system;
- Arranges interviews and confirms meeting dates;
- Photocopies and faxes document;
- Receives, screens and places telephone calls and records messages.

**Required Knowledge, Skills, and Competencies**

- Proficient in the use of relevant computer applications (Microsoft Office Suite, spreadsheets, internet tools)
- Sound planning, organizing & prioritising skills; attention to detail
- Excellent oral and communication skills
- Excellent interpersonal skills and ability to work as a part of a team
- Excellent time management and organizational skills
- Ability to work on own initiative and cope well under pressure
- Ability to exercise good judgement and a high degree of initiative.

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

- CXC or /GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;

**OR**

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or /GCE 'O' level; training in the use of a variety of software applications and five (5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10<sup>th</sup> May, 2023 to:**

**Senior Director, Corporate Services  
Attorney General's Chambers  
Ministry of Justice Building  
13 Hillcrest Avenue  
Kingston 6**

**Email: hrm@agc.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**