



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 152

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3rd 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/fill the following posts in the **Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney-General (JLG/LO 5) (Not Vacant) – Litigation and State Proceedings Division**, salary range \$8,309,840 - \$11,175,811 per annum.
2. **Senior Assistant Attorney-General (JLG/LO 5) (Vacant) – Commercial Affairs Division**, salary range \$8,309,840 - \$11,175,811 per annum.
3. **Assistant Attorney-General (JLG/LO 4) (Vacant) – General Legal Advice Division**, salary range \$6,820,273 - \$9,172,509 per annum.
4. **Crown Counsel (JLG/LO 3) - 6 posts (3 Not Vacant and 3 Vacant) - Litigation and State Proceedings Division**, salary range \$5,597,715 - \$7,528,305 per annum.
5. **Administrative Assistant (GMG/AM 4) – 4 posts (Vacant) - Legal Division**, Salary range \$2,478,125 - \$3,332,803 per annum.
6. **Administrative Assistant (GMG/AM 3) - 2 posts (Vacant) - Corporate Services Division**, salary range \$1,984,305 - \$2,668,670 per annum.
7. **Paralegal Officer (PLG/LS 4) - 3 posts (Vacant) - Litigation Division** - salary range \$1,984,305 - \$2,668,670 per annum.

1. Senior Assistant Attorney-General (JLG/LO 5)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General – Litigation and State Proceedings, the Senior Assistant Attorney-General guides direct reports; 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. The incumbent also assists in the management of the Litigation and State Proceedings Division.

Key Responsibilities

Technical:

- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law in presenting arguments on behalf of Ministries, Departments and Agencies (MDAs) of Government;
- Performs initial review of incoming cases to assess the type of case, identify legal issues, and litigation strategies and determines pending deadlines and initial Court appearances;
- Drafts pleadings and other Court documents;
- Prepares written opinions and advises MDAs on a wide range of legal matters;
- Prepares skeleton arguments and written submissions in major litigation matters;
- Appears as Counsel at the Industrial Disputes Tribunal; the Supreme Court, Court of Appeal, the Judicial Committee of the Privy Council and arbitrations;
- Negotiates settlements and settles claims;
- Assists with the assignment of cases to Attorneys after evaluating their capacity, level of experience and interest;
- Assists with the monitoring of case load/capacity of Attorneys and paralegals;
- Provides quality control assistance to the Deputy Solicitor-General and supervises a Team of Attorneys;
- 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;
- Provides guidance, strategy advice, feedback and general litigation assistance to Attorneys and Paralegals in the AGC as necessary.

Management/Administrative:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies to improve performance of direct reports;
- Co-ordinates the development of Individual Work Plans, recommends performance targets for direct reports and facilitates the timely and accurate completion of staff Performance Appraisals;
- Convenes Team Meetings, to ensure proper assignment of Court matters and to discuss pressing legal and administrative matters;
- Assists with conducting (weekly) litigation meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Liaises with MDAs in relation to legal matters referred to the AGC;
- Sits on the AGC's Executive Committee;
- Represents the AGC at meetings, conferences, workshops and seminars in relation to functional area.

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 advocacy and litigation
- 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 presentation and advocacy skills
- 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
- 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
- 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) Degree;
- Certificate in Legal Education;

- Eight (8) years progressive experience as a Trial Lawyer.

2. Senior Assistant Attorney-General (JLG/LO 5)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General (Commercial Affairs Division) the Senior Assistant Attorney-General is responsible for:

- ✓ Providing advice and guidance on a wide range of legal matters relating to commercial law and International Financial law to MDAs;
- ✓ Providing advice on legal matters relating to the drafting and enactment of Government legislation to manage and regulate commercial transactions
- ✓ Oversighting of the work of Legal Service Units assigned to the Division.

Key Responsibilities

Technical:

- Conducts research, prepares and renders legal opinions to MDAs on a wide range of commercial law matters;
- Advises Ministries, Departments and Agencies on a range of legal issues relating to Commercial Law including Law of Contracts, Company Law, Labour Law, Sale of Goods, Commercial Arbitration, Competition Law, Intellectual Property, Procurement Law, Banking Law, Law of Credit and Security and securities documentation including bills of exchange and other negotiable instruments, Capital Markets Transactions, Public Private Partnerships and Privatisations, Mergers and Acquisitions, Conveyancing, International Financial Law and, International Project Financing;
- Negotiates, drafts and vets contracts and other transactional documents as well as loans and other securities documentation;
- Prepares and vets legal Opinions;
- Reviews contracts and other documentation to ensure their legality and compliance with Government policy;
- Acts as Legal Adviser to the Government and other public bodies in the negotiation of loans from International Lending Agencies and in relation to major commercial agreements including transnational agreements;
- Instructs the Litigation Division in the preparation of commercial matters for Court and the Industrial Disputes Tribunal;
- Vets and comments on Cabinet Submissions, Bills and draft Legislation relating to Commercial Law matters;
- Represents the Government at Arbitration Hearings;
- Supports the design, implementation and monitoring of systems and procedures to support the preparation of contracts, MOUs and other legal documents on behalf of MDA's;
- Reviews escalated legal matters from direct reports and provides remedies/solutions where applicable;
- Responds to queries or provides information as necessary or required;
- 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:

- Oversees the work and resources of the Division and a Portfolio of Assigned LSUs by:
 - ✓ Developing and managing Division's Operational, Human and Financial Resource plans and activities;
 - ✓ Planning strategic to determine nature and scope of legal services required and subsequent development of appropriate delivery processes;
 - ✓ Establishing and managing a network of senior level relationships with client Ministries to work collaboratively to meet client needs and achieve AGC objectives;
 - ✓ Leading and overseeing Senior Counsel. Providing legal advice and guidance of all legal work including guidance on all high level legal issues and opinions prepared for senior officials;
 - ✓ Monitoring and evaluating performance, resolving performance issues and supporting career development of direct reports;
- Contributes to the development of the Division'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;

- Prepares reports and other documents as required;
- Prepares and delivers legal presentations as needed.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management 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 Commercial law and International Financial law
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs
- 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 oral and written 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 organizations
- 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) Degree;
- Certificate in Legal Education;
- Eight (8) years progressive experience at a Bar.

3. Assistant Attorney-General (JLG/LO 4)

Job Purpose

Under the general direction of the Deputy Solicitor General, the incumbent is responsible for providing general legal advice to various Government Departments, Ministries and Agencies.

Key Responsibilities

- Conducts research, prepares and renders sundry legal opinions to MDAs on a wide range of legal issues;
- Interprets Statutes in response to requests from MDAs;
- Negotiates settlements in matters relating to motor vehicle accidents involving GOJ fleet vehicles; and personal injury claims against the GOJ to determine quantum of damages where applicable;
- Reviews Bona Vacantia matters and makes recommendation regarding petitions for Waiver of Crown Rights;
- Represents the Chambers at meetings, seminars, workshops;

- Reviews draft contracts to ensure consistency with sound legal principles, GOJ policies and procedures;
- Serves as Instructing Counsel when so required by the Litigation Division in matters for which the incumbent had carriage whilst it was assigned to the GLA Division;
- Provides comments on draft Bills or draft policy papers submitted by MDAs ;
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Reviews and advises on legal implications of internal policies and procedures;
- 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.

Required Knowledge, Skills and Competencies

- 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

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Five (5) years' experience at the Bar.

4. Crown Counsel (JLG/LO 3) - 6 posts (3 Not Vacant and 3 Vacant)

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General– Litigation and State Proceedings, the Crown Counsel works with MDAs and LSUs to identify, investigate, negotiate and litigate a range of legal matters.

Key Responsibilities

Technical/Professional:

- Conducts a range of legal research to aid the advocacy and litigious processes;
- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant Case Law in arguing the GOJ's case;
- Files documents in the Supreme Court and where necessary in the Parish Courts defending claims brought against the GOJ, its Ministries, Departments and Agencies;
- Initiates legal proceedings in the Supreme Court and/or Parish Court on behalf of the Attorney General;
- Interviews witnesses, records preliminary statements from witnesses, reviews documents, interviews clients;
- Writes for instructions and follows-up with key stakeholders in relation to claims filed or defended;
- Formulates strategy for a range of cases;
- Engages in Court Mandated Mediations;
- Negotiates settlements and settles claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with and briefs the Deputy Solicitor-General and Senior Assistant Attorney General, on the status of all assigned cases;
- 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 Advocates in the Courts of Jamaica on behalf of Ministries, Departments and Agencies (MDAs) of Government.

Management/Administrative:

- Liaises with MDAs in relation to legal matters referred to the AGC;
- Develops Individual Work Plan based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents as required.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Good planning and organizing skills
- Proficiency in the use of relevant computer applications

Technical:

- Good presentation and advocacy skills
- Excellent legal research 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 oral and written communication including the ability to communicate legal information in a manner which can be understood by decision makers and users
- Problem solving and negotiation/facilitation skills and experience
- A good understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- 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;
- Three (3) years post qualification experience as an Attorney-at-Law engaged in the conduct of Litigation;
- Certificate in Legal Education.

5. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the general supervision of the Director, Human Resource Management, the Administrative Assistant provides administrative, paralegal, and secretarial services to the Deputy Solicitor-General (DSG), that enhance the DSG's Office and the operations of the Division in general. The Administrative Assistant co-ordinates the activities of the Office, organizes meetings, and manages/monitors the DSG's Calendar, drafts reports and other documentation; serves as liaison between the Division and the assigned LSUs; undertakes research on routine legal matters and drafts Briefs; ensures proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the Division and the assigned LSUs.

Key Responsibilities

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the DSG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the DSG and other stakeholders as directed;

- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, Notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the Division's Budget, Corporate and Operational Plans and Individual Work Plans, to ensure submission within stipulated deadlines;
- Communicates directly on behalf of the DSG to the Division and LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the DSG's Office;
- Functions as a liaison for smooth communication between the DSG the assigned LSUs, and the internal Divisions of the AGC in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the DSG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the DSG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the DSG; and routes correspondence and documents as appropriate to allow for the efficient operation of the Division;
- Conducts on-line and off-line research on routine matters at the request of the DSG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division to ensure that matters are settled in accordance with service standards;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the Division's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests, or issues.

Paralegal Duties:

- Assists in the preparation of legal documents, under the guidance of the DSG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents.

Required Knowledge, Skills, and Competencies

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and initiative
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification and a minimum of one (1) years' related work experience.

OR

- Diploma in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification and a minimum three (3) years' related work experience.

6. Administrative Assistant (GMG/AM 3)

Job Purpose

Under the supervision of the Director, Human Resource Management and Development, the Administrative Assistant provides administrative support services to enhance the operations of the Division and assists in the maintenance of HR systems to allow for the efficient operation of the Division.

Key Responsibilities

Technical/Professional:

- Prepares documents and makes arrangements for interviews;
- Updates Sick and Departmental Leave Records;
- Assists with the preparation of documents and presentations for the Orientation Programme;
- Opens and updates HR files in accordance with established policies and standards;
- Creates and updates Service Records and maintains Records Management Databases in accordance with established policies and standards;
- Organizes Health Insurance benefits for staff members;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division in accordance with service standards;
- Manages the calendar of schedules and appointments on behalf of the Director;
- Prepares Briefs for appointments and meetings;
- Conducts research and prepares presentations as appropriate;
- Composes and prepares correspondence, memoranda and other documents;
- Produces and distributes Minutes of meetings; follows up on actions to be taken;
- Ensures visitors and incoming calls to the Director's Office are received and screened; information or access is provided, and actions are taken as deemed appropriate;
- Maintains knowledge of the Section's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries and requests;
- Contributes to and maintains a system that fosters a culture of teamwork and commitment to the Division's and Organization's goals;
- Demonstrates professionalism, credibility, and integrity in the performance of functions.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal and teamwork skills
- Good oral and written communication skills
- Strong customer relations skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent judgment and initiative

Technical:

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities;
- Excellent keyboarding dexterity
- Solid dictation and transcribing skills
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of Human Resource Management
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports.

Minimum Required Qualification and Experience

- Diploma or Certificate in Public Sector Management, Business Administration, Human Resource Management, or equivalent qualification from a recognized institution;
- One (1) years' experience in a related field.

7. Paralegal Officer (PLDG LS 4)

Job Purpose

Under the general direction of the Director Human Management, the Paralegal Officer is responsible for providing administrative legal support to the AGC. The Paralegal Officer is also responsible for creating and maintaining support systems and processes which assist the work of the Legal Officers.

Key Responsibility

Technical/Professional:

- Assists in the preparation of legal documents, under the guidance of the Legal Officers;
- Conducts research into legislation and other sources of law as directed;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles, and relevant documents for review by the Legal Officers;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Keeps and monitors legal volumes to ensure that law library is up-to-date;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers where necessary;
- Processes general inquiries and requests as directed;
- Liaises on an on-going basis with key stakeholders i.e., attorneys and other parties in facilitating review or development of legal documents.

Required Knowledge, Skills, and Competencies

- Good interpersonal and teamwork skills
- Good oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and initiative
- Proficiency in the use of relevant computer applications

Minimum Required Education and Experience

- Minimum Four (4) CSEC subjects including English Language;
- Paralegal qualification;
- Three (3) years' experience in a law office or legal environment.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th April, 2023 to:**

**Director, Human Resource Management and Development
Attorney General's Chambers
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**