



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No.17** **OSC Ref. C.6555<sup>16</sup>**

8<sup>th</sup> January, 2024

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 the post of **Assistant Crown Counsel (JLG/LO 2) - (Not Vacant)** in the **Legal Services Unit, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$4,594,306 - \$6,178,830 per annum.

### **Job Purpose**

Under the general direction of the Assistant Attorney General (JLG/LO 4), the Assistant Crown Counsel (JLG/LO 2), assists with co-ordinating legislation programmes and providing general legal advice for the Ministry of Industry, Investment and Commerce and its respective Departments and Agencies in support of their strategic objectives.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Participates in negotiations and drafts or peruses employment, engagement and all other contracts on behalf of the Ministry, it's Agencies and Departments, ensuring conformity with the related laws and policies and the interest of the Ministry;
- Assists in the preparation of drafting instructions and/or drafting orders for signature of the Minister, ensuring all necessary/required consultation and Cabinet Submissions are done and coordinates the gazetting of the Orders;
- Assists with the preparation of all legislative documents required to facilitate the enactment of legislation;
- Provides sound legal opinions/advice and briefs and reflects strong forensic skills and research;
- Assists in vetting Cabinet Submissions prepared by other Departments and provides feedback to respective personnel before submission to Cabinet;
- Assists in the drafting of new laws and regulations relating to subjects and Departments assigned to the Ministries;
- Assists the Attorney General's Department in Civil Cases on behalf of the Ministry and/or their Departments and Agencies, ensuring adequate support to the Attorney General's Department as required;
- Assists with the development and review of the legal framework for the reform of the local Commercial Sector to maintain currency and relevance to the changing environment and its alignment to global standards;
- Assists in the review of current legislation to determine the need for updating of provisions in response to policy changes and efficiency;
- Maintains high ethical standards in the conduct of professional and personal business;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Officer.

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

- Good oral and written communication skills
- Good analytical thinking skills
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Customer and quality focus
- Good planning and organizing skills

**Functional/Technical:**

- Report writing skills
- Knowledge of the legal framework of Government
- Sound knowledge of the Ministry's policies and procedures and the operations of Government
- Good research and analytical skills
- Sound knowledge of conveyancing, laws governing the Financial Sector, Commercial Law, laws relating to investment and Trade, Industrial Relations law and Intellectual Property law.
- Knowledge of contract negotiations and drafting
- Knowledge of the legislation process
- Proficient in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- An Attorney-at-Law licenced to practise in the Courts of Jamaica.

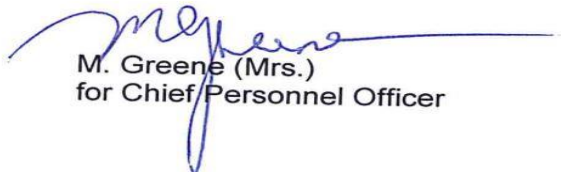
Applications accompanied by Résumés should be submitted **no later than Friday, 19<sup>th</sup> January, 2024 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer