



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 40 **OSC Ref. C. 4858⁴⁶**

25th 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 fill the **vacant** post of **Senior Legal Officer/Company Secretary (Band 10)** in the **Office of the CEO, Agro-Investment Corporation**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

Reporting to the Board of Directors & the Chief Executive Officer, the Senior Legal/Company Secretary manages the activities related to the Board and directs and co-ordinates the legislation and legal programmes of the Agro-Invest Corporation in support of its strategic objectives. The incumbent serves as the Company Secretary and the Chief Legal Counsel to guide the development and implementation of research activities to inform the development of legislation to support the Organization in its pursuits of agricultural investments and growth to help drive National Development.

Key Responsibilities

Administrative/Management:

- Performs the general Corporate Secretarial functions for Agro-Invest, this includes the preparation and circulation of Board and Sub-Committee Papers and Minutes, the co-ordination and monitoring of the activities of the Board and its Committees ensuring the timely execution of their decisions;
- Provides guidance to the Board on all matters related to Corporate Governance, including orientation, sensitization and professional development of the Board, regulatory compliance, and ethical standards;
- Co-ordinates, collects, and arranges delivery for papers, reports and documents to be distributed to Board Members for review prior to meetings;
- Co-ordinates with other Government Agencies in interpreting the laws and regulations of the Corporation and set up procedures to enforce them;
- Prepares the Unit's Corporate and Operational Plans and Budgets ensuring alignment with the Strategic Objectives and Programmes of the Corporation;
- Reviews and assesses the Unit's output vis-à-vis Agro Invest Corporate/Operations Plans, making necessary adjustments;
- Advises on Legislative Developments and Amendments;
- Collaborates with the Board on related matters as well as senior personnel to determine the Board/Organization Legislation Programmes and interests;
- Prepares the Corporation's Legislation Programme;
- Reviews current legislation administered by Agro-Invest, as well as a review of the over 400 Contracts established with our Investors/Farmers;
- Provides legal advice to the Board of Directors, the Chief Executive Officer, and members of staff on all legal matters/issues and policies;
- Prepares the requisite legal documents;
- Develops, implements, and maintains policies and procedures to guide the operations of the Corporation;
- Prepares technical briefs for the Chairman of the Board of Directors and the Chief Executive Officer;
- Participates in negotiations with Donor Agencies;
- Prepares monthly status/productivity reports on tasks/ responsibilities executed on behalf of the Board and the Chief Executive Officer;
- Chairs the Corporation's Disciplinary Committee and submits recommendations for disciplinary action to the Chief Executive Officer;
- Sits on various Committees, as required.

Technical/Professional:

- Collaborates on the formulation of Agro Invest policies;
- Maintains a proper legal framework for the implementation of Agro-Invests policy decisions and concepts;
- Guides the consultation process leading to the drafting Agro-Invest Land Policy;
- Gives legal opinions and advice to the Board of Directors and the Chief Executive Officer, Directors and Managers, on related laws provides guidance on legal and quasi-legal issues as required;
- Conducts research on legal developments locally and internationally which impact Jamaica's work in agriculture;
- Drafts all legal documents for the Board of Directors and the CEO, and projects;
- Advises the Human Resource Management Department on legal personnel issues;
- Interviews witnesses and draft statement for making cases for the Corporation's Disciplinary Hearings;
- Marshalls evidence in relation to Agro-Invests Disciplinary Hearings;
- Liaises with the Attorney General's Department on the development of legislation, legal agreements, and affidavits/witness statements with regard to suits for and against the Agro-Invest;
- Collaborates with the Ministry of Foreign Affairs and Foreign Trade on International and Bilateral Agreements, where necessary;
- Prepares Cabinet Submissions for the Board and MICAF;
- Co-ordinates and provides comments on the Corporation's Cabinet Submissions;
- Provides advice on tender documents and contracts to ensure compliance with the Government's legal and policy obligations;
- Vets all contracts, legal documents, proposed legislation, and submissions and provides guidance in order to protect the Corporation from prejudicial terms of contract;
- Chairs ad hoc Committees vis-à-vis various legal matters within the ambit of the Board of Directors & the Corporation's portfolio;
- Manages all legal issues to completion or satisfaction;
- Advises on Legislative Developments and Amendments;
- Prepares the Board of Director's / the Corporation Legislation Programme;
- Reviews current legislation administered by the Corporation;
- Provides legal advice to the Board of Directors, the CEO and members of staff on all legal matters/issues and policies;
- Performs other related functions assigned from time to time by the CEO.

Required Knowledge, Skills and Competencies

- Understanding of Corporate Governance
- Excellent leadership and co-ordination skills
- Good Project Management and Time Management skills
- Sound and logical approach to problem solving and task analysis
- Excellent oral and written communication skills
- Good Networking Skills
- Excellent Presentation Skills
- Excellent Research Skills
- Expert knowledge of applicable laws and regulations
- Excellent knowledge of the Local and International Judicial Systems
- Knowledge of case preparation including evidence gathering and handling
- Knowledge of Laws of Contracts
- Expert knowledge of strategic/operation planning

Minimum Required Qualification and Experience

- An Attorney-at-Law licensed to practice in the Courts of Jamaica
- A Bachelor of Laws Degree
- Certificate in Legal Education
- Four (4) years' experience as a practicing Attorney in the Private or Public Sector.
- (At least five (5) years' experience in Public Administrative Law would be ideal)

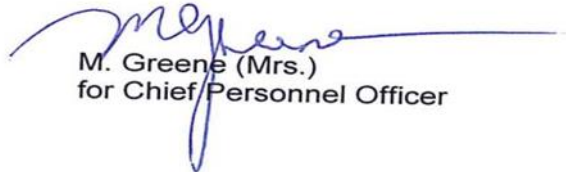
Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd February, 2024 to:**

Senior Director
Human Resource Management and Administration
Argo-Investment Corporation
188 Spanish Town Road
Kingston 11

Email: vacancies@agroinvest.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