



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 80 **OSC Ref. C. 4468⁷**

8th February, 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 **Crown Counsel (JLG/LO 3)** in the **Commercial Division, Attorney-General's Chambers**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

Under the general direction of the Deputy Solicitor-General the incumbent is responsible for providing advice and guidance on a range of Commercial Law matters to Ministries, Departments, Agencies and Government Companies on a wide range of legal matters relating to the International Financial Law and drafting and enactment of Legislation relating to Commercial matters.

Key Responsibilities

- Issues opinions and advises Ministries, Departments, Agencies and Government Companies on commercial matters;
- Represents the Government in negotiating Commercial transactions;
- Advises on the sale/divestment and acquisition of Government assets;
- Reviews Commercial Agreements and other Commercial documents;
- Negotiates settlements;
- Reviews Loan Agreements;
- Represents the Government at meetings on Boards and other Bodies;
- Conducts a range of legal research to provide legal guidance;
- Prepares legal opinions relating to Commercial Law;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Contributes to teambuilding exercises for the Division;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed;
- 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;
- Performs any other related duties and functions that may be assigned from time to time by the Deputy Solicitor-General and respective senior executives in the AGC.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica and the field of Law relating to Commercial Law
- Excellent problem solving and time management skills
- Excellent oral and written communication skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent knowledge of laws governing Access to Information
- Excellent presentation skills
- Excellent interpersonal skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate;
- Three (3) years relevant working experience.

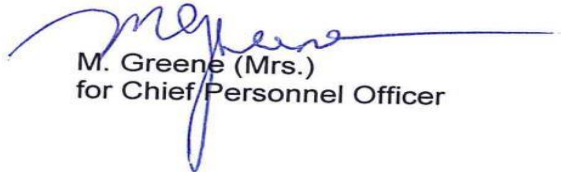
Applications accompanied by Résumés should be submitted **no later than Thursday, 22nd February, 2024 to:**

Director, Human Resource Management
Attorney-General's Chambers
11 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.



M. Greene (Mrs.)
for Chief Personnel Officer