



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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 following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Legal Officer (JLG/LO 3), Disabilities Rights Tribunal, Department**, salary range \$5,597,715 - \$7,528,305 per annum.
2. **Senior Stenotype Writer (OPS/SW 3), Industrial Disputes Tribunal**, salary range \$3,094,839 - \$4,162,214 per annum.
3. **Records Officer 1 (PIDG/RIM 2) (2 posts), Disabilities Rights Tribunal Department**, salary range \$1,550,136 - \$2,084,761 per annum.
4. **Secretary (OPS/SS 2), Jamaica Council for Persons with Disabilities Department**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Legal Officer (JLG/LO 3)

Job Purpose

To provide legal support on matters affecting Persons with Disabilities (PWDs) that are submitted for hearings at the Disabilities Rights Tribunal (DRT).

Key Responsibilities

- Conduct detailed research relating to both legal and quasi-legal matters;
- Instruct, prepare comprehensive brief and liaise with the Attorney General's Chambers on legal issues concerning the Tribunal including applications for Judicial Review made against the Tribunal;
- Instruct, prepare comprehensive brief and liaise with the Office of the Director of Public Prosecutions on all criminal proceedings to be instituted by the Tribunal;
- Interpret and administer the various laws which impact the work of the Tribunal;
- Monitor Court proceedings against the Tribunal as well as those instituted by the Tribunal;
- Advise and liaise with external clients in respect of matters affecting the various Laws which relate to the work of the Tribunal;
- Liaise with the Ministry in the review of, making of recommendations and the submitting of opinions on proposed or existing legislation, procedures, proposed policy formulation and issues or questions of Law which may affect or improve the operations of the Tribunal;
- Engage in the continuous review of all legal documents, literature, judgments, awards and legislation which can be used by the Tribunal and advise on the legal implications of same;
- Provide training for the officers of the Ministry and the members and staff of the Tribunal on legal issues which affect the Tribunal with a view to improving the competency of such officers and members and staff of the Tribunal;
- Provide legal support in the dissemination and compilation of information concerning Awards of the Tribunal, the Labour Relations and Industrial Disputes Act, 1975, Labour Relations Code, 1976 and any other legislation which impacts the work of the Tribunal;
- Provide legal support in the revision, discussion, education campaigns and legal/academic exercises concerning Industrial Disputes, Industrial Relations, Labour Laws and other Laws pertinent to the role and function of the Tribunal;
- Engage in the continuous review and make recommendations regarding the function of the Tribunal and Industrial Relations matters in general;
- Represent the DRT at meetings and conferences as required;
- Supervise and monitor the work of the Secretary assigned to work with him/her and ensure that said Secretary maintains an adequate filing and follow-up-system;
- To carry out any other duties that may be assigned to the Office of the Legal Officer.

Required Knowledge, Skills and Competencies

Technical

- Excellent knowledge of the Jamaica Law and particularly laws which affect the work of the DRT.
- Excellent research and legal writing skills.
- Excellent presentation, oral and written communication skills.
- Good problem solving skills and tenacity.
- Excellent team work skills.
- Ability to work under pressure.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LL.B.)
- Certificate of Legal Education (CLE)
- At least (4) years' experience as a practicing attorney in the Public or Private Sector.

Special Conditions Associated with the Job

- Required to travel intra island and overseas;
- Required to work outside of normal working hours;
- Conduct training seminars/workshops for internal and external clients;
- Make presentations on policy and legislation affecting the work of the Tribunal;
- Attend Tribunal Hearings and Meetings;
- Officer required to work independently.

2. Senior Stenotype Writer (OPS/SW 3)

Job Purpose

Ensures the accurate and timely production of Verbatim Notes of the Disabilities Rights Tribunal, Wage Negotiations and Conciliation Meetings; Commissions of Enquiry; DRT Meetings with Chairman; Seminars, etc.

Key Responsibilities

Technical/ Professional

- Performs Steno-Writing duties;
- Reviews and approve Verbatim Notes produced by the Unit;
- Ensures that shorthand Software is updated;
- Ensures that assignments are professionally executed and in accordance with established guidelines.

Management/ Administrative

- Participates in the Organization's strategic planning process by preparing the Unit's Operational Plan and ensure that the objectives of the Plan are achieved;
- Co-ordinates the work of the Unit by preparing a weekly Roster;
- Ensures that equipment is available both internally and at meeting venues;
- Maintains the Unit's Verbatim Records;
- Responds to queries in relation to the Unit;
- Confirms availability of Steno-Writers for meetings;
- Maintains Register of Meetings.

Human Resource Management

- Approves Departmental Leave arrangements;
- Conducts Performance Appraisals with staff;
- Identifies training needs and makes recommendations.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Excellent leadership and interpersonal skills;
- Strategic vision;
- Team player;

- Confidentiality;
- Good judgement.

Technical

- Excellent knowledge of the Public Service Regulations, Staff Orders and other policy manuals/documents;
- Proficient use of the Stenograph Machine (dexterity to manipulate shorthand machine at varying speeds, accurately recording speakers);
- Ability to record multiple speakers for extended hours;
- Ability to quickly mentally create shorthand strokes not heard or practiced before (i.e. legal, medical, scientific, technical terminologies used by expert witnesses);
- Excellent listening skills and mental power of retention;
- Proficient use of relevant computer applications (Microsoft, etc).
- Ability to work under extreme pressure;
- Knowledge of current affairs.

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level Subjects, including English Language
- Certificate of Proficiency in Stenotype Writing with a minimum speed of 180 wpm
- Certificate in Supervisory Management
- Computer Literacy
- Five (5) years' experience

Special Conditions Associated with the Job

- Local, regional and international travel to meeting venues;
- Working in volatile communities.

3. Records Officer 1 (PIDG/RIM 2) (2 Posts)

Job Purpose

The effective and appropriate management of the Dispute Resolution Tribunal (DRT) records from their creation through to their eventual disposal.

Key Responsibilities

Management/Administrative:

- Liaises with relevant Departments;

Technical/Professional:

- Deals with incoming requests for information and retrieval of information (files/documents);
- Maintains records listing of all files and official documents within the DRT;
- Ensures the maintenance of a "bring up" system for files within the DRT;
- Ensures that active and semi- active records are stored in safe and clean environment;
- Identifies records for transfer to storage and to the Jamaica Archives and Records Department when necessary;
- Undertakes timely audits;
- Liaises with relevant Administrators and Officers to ensure the proper creation and maintenance of files;
- Assists in the arrangements for facilitating the public access to records in keeping with the Access to Information Act;
- Participates in records inventory and retention schedule projects;
- Ensures that the Unit has adequate office supplies.

Required Knowledge, Skills and Competencies

Core

- Excellent customer service skills
- Excellent oral and written communication
- Interpersonal communication skills
- Concerns for quality and standards
- Time management
- Excellent planning and organization skills
- Teamwork and cooperation

Technical

- Sound knowledge of records management
- Sound knowledge of relevant computer applications
- Computer Proficient (Microsoft word, Excel, Access)

Minimum Required Qualification and Experience

- Four (4) GCE O'Levels/CXC subjects including English Language and a numeric subject.
- Certification in Library and Information Studies or any other related field from a recognized University
- Training in Records Management (MIND)
- Training in relevant software (an advantage)
- Two (2) years working in the field.

Special Conditions Associated with the Job

- Exposure to old files that can get dusty and affect sinuses and other illnesses.

4. Secretary (OPS/SS 2)**Job Purpose**

To provide secretarial services to the Legal Officer in order to achieve the strategic and operational objectives of the Disabilities Rights Tribunal.

Key Responsibilities

- Types Awards and Orders;
- Types Statistical, Monthly, Quarterly, Biannual and Yearly Reports;
- Types request for Briefs;
- Types covering letters for the transmission of Verbatim Notes;
- Types correspondence to Attorneys-at-Law, Union Representative, Disability Rights Sector Specialists/ Consultants and Company Representatives;
- Corresponds and reports typed letters accompanying Verbatim Notes typed and Notes of Evidence, opening and/or closing submissions forwarded;
- Updates attendance Register;
- Takes Minutes at staff meeting;
- Receives, record and dispatch correspondences to the relevant Officers or Sections;
- Establishes and maintains a filing system for correspondences;
- Ensures that the office service needs are met;
- Responds to telephone and email queries.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Problem solving and decision-making skills
- Strategic vision
- Team player
- Excellent interpersonal and management skills
- Planning and organizing
- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

Technical:

- Excellent Secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of the Tribunal and the Disabilities' policies and procedures

Minimum Required Qualification and Experience

- Four (4) 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), Certificate in Administrative Management Level 2 (CAM 2);
- 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., Microsoft Office.

Special Conditions Associated with the Job

- Extended hours of work.

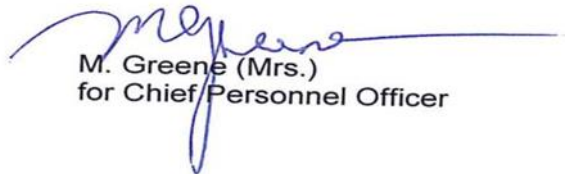
Applications accompanied by résumés should be submitted **no later than Thursday, 22nd February, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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