



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 88 **OSC Ref. C. 6608⁹**

15th 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 **Senior Assistant Attorney General (JLG/LO 5)** in the **Legal Services Division, Ministry of Culture, Gender, Entertainment and Sport**, salary range \$8,309,840 – \$11,175,811 per annum.

Job Purpose

Under the general direction of the Permanent Secretary, the Senior Assistant Attorney General co-ordinates the legislation programme as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their strategic objectives. The Senior Assistant Attorney General is also responsible for the day-to-day operations of the Legal Service Division.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Ministry's Strategic Objectives, Operational Plans and Budget;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- 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;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies to improve performance of direct reports;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Technical/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the Mission Critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its Subjects;
- Provides legal support to the Ministry and its Subjects in the preparation of Cabinet Submissions and drafting Instructions in respect of items on the Legislative Programme;
- Provides legal support to the Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares Legal Briefs to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the Attorney General's Department;
- Prepares Briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Responds to queries or provide information, as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its Subjects;
- Follows-up and provides updates on legal matters and attends Hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of Law;

- Represents the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Recommends remedies to rectify identified deficiencies and breaches;
- 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 Attorney General's Department initiatives.

Required Knowledge, Skills and Competencies

Core:

- 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

Technical:

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the Ministry and its Agencies
- Excellent knowledge of the 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 Ministry
- Excellent written and verbal 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
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Training in Supervisory Management/Human Resource Management;
- At least eight (8) years' experience as a practicing Attorney in the Private or Public Sector, at least three (3) years of which should be in the Public Sector.

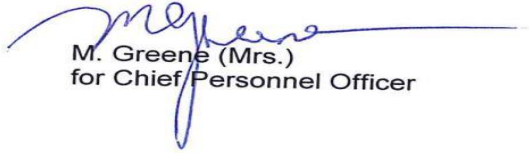
Applications accompanied by résumés should be submitted **no later than Wednesday, 28th February, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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