



Office of the Services Commissions

(Central Government)

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15th April, 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 **Assistant Attorney-General (JLG/LO 4)** in the **Office of the Prime Minister (OPM)**, salary range \$7,716,512 - \$10,377,851 per annum.

Job Purpose

Under the general direction and management of the Permanent Secretary, the Assistant Attorney-General (Senior Legal Officer) provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of the Ministry.

Key Responsibilities

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 Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares Legal Briefs to the Senior Assistant Attorney-General to support the escalation of nuance, or highly complex legal matters, or matters of national importance, to obtain legal advice from the DSG;
- Prepares Briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft Policy Papers submitted by other Ministries or Departments;
- 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 advise on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represent 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 AGC initiatives.

Management/Administrative:

- Manages the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

Human Resources:

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the co-ordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development of Succession Planning for the LSU to ensure adequate staff capacity;
- 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 that may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the ministry.

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 presentation 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 Law or practice relating to Constitutional and Legislative Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and Ministry;
- Excellent knowledge of the English 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 GOJ;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Good 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;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate from the Council of Legal Education;
- Five (5) years' legal experience in the Public Sector;
- Experience working in areas of General Advice; Commercial Affairs and Industrial Relations; and Constitutional Law, Legislation, Law Revision and Law Reform would be an asset.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical

stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;

- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Friday, 26th April, 2024 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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.



Desreen Smith (Mrs.)
for Chief Personnel Officer