



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 169
OSC Ref. C. 4468⁷

23rd 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 be assigned to the post of **Crown Counsel (JLG/LO 3) - 4 posts (Not Vacant)** in the **Litigation and State Proceedings Division, Attorney-General's Chambers (AGC)**, salary range \$6,333,301-\$8,517,301 per annum.

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General - Litigation and State Proceedings Division, the Crown Counsel works with Ministries, Departments and Agencies (MDAs) and Legal Service Units (LSUs) to identify, investigate, negotiate and litigate a range of legal matters.

Key Responsibilities

Technical/Professional:

- Conducts a range of legal research to aid the advocacy and litigious processes;
- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant Case Law in arguing the GOJ's case;
- Files documents in the Supreme Court and, where necessary in the Parish Courts defending claims brought against the GOJ, its Ministries, Departments and Agencies;
- Initiates legal proceedings in the Supreme Court and/or Parish Court on behalf of the Attorney General;
- Interviews witnesses, records preliminary statements from witnesses, reviews documents, interviews clients;
- Writes for instructions and follows-up with key stakeholders in relation to claims filed or defended;
- Formulates strategy for a range of cases;
- Engages in Court Mandated Mediations;
- Negotiates settlements and settles claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with and briefs the Deputy Solicitor-General and Senior Assistant Attorney General on the status of all assigned cases;
- 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;
- Advocates in the Courts of Jamaica on behalf of Ministries, Departments and Agencies (MDAs) of Government.

Management/Administrative:

- Liaises with MDAs in relation to legal matters referred to the AGC;
- Develops Individual Work Plan based on with the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents as required.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and teamwork skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Good planning and organizing skills;
- Proficiency in the use of relevant computer applications.

Technical:

- Good presentation and advocacy skills;
- Excellent legal research skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Law or practice relating to advocacy and litigation;
- Excellent oral and written communication skills, including the ability to communicate legal information in a manner which can be understood by decision makers and users;
- Problem solving and negotiation/facilitation skills and experience;
- Good understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Three (3) years' post qualification experience as an Attorney-at-Law engaged in the conduct of Litigation;
- Certificate in Legal Education.

Applications accompanied by Résumés should be submitted **no later than Monday, 6th May, 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**