



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 184

OSC Ref. C. 4468⁸

6th May, 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 **Constitutional and Legislative Affairs Division, Attorney-General's Chambers (AGC)**, salary range \$7,716,512 - \$10,377,851 per annum.

Job Purpose

Under the general direction of the Deputy Solicitor-General, Constitutional and Legislative Affairs, the incumbent is responsible for providing legal advice to various Government Ministries, Departments and Agencies (MDAs) on a wide range of legal matters.

Key Responsibilities

Technical/Professional:

- Advises Ministries, Departments and Agencies on a range of legal issues relating to legislative matters including Cabinet Submissions, Bills, draft Regulations and Green Papers;
- Attends Committee Meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations;
- Advises members of Parliament on draft legislation and other legal matters;
- Represents the Chambers on Working Groups to consider the enactment of legislation and the formulation of policy;
- Represents MDAs before the Access to Information Appeal Tribunal;
- Advises the Responsible Minister and Appeal Tribunal in respect of planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act;
- Provides legal advice of a more general nature to Committees of Cabinet and MDAs;
- 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.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Strong 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 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;
- Excellent oral and written 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;
- Good strategic and analytical skills with the ability to advise on complex issues;
- Good organizational 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;
- 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);
- Legal Education Certificate;
- Five (5) years' experience at the Bar.

Applications accompanied by Résumés should be submitted **no later than Friday, 17th 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**