



Office of the Services Commissions

(Central Government)

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30th August, 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 **Attorney-General's Chambers (AGC)**:

1. **Assistant Attorney-General (JLG/LO 4) (2 posts)– General Legal Advice Division**, salary range \$7,716,512 - \$10,377,851, per annum.
2. **Executive Secretary 2 (OPS/SS 5) (1 post) – Corporate Services Division**, salary range \$2,803,771 - \$3,770,761 per annum.
3. **Paralegal Officer (PLG/LS 4) (2 posts) – Litigation and State Proceedings Division**, salary range \$2,190,302 - \$2,945,713 per annum.

1. Assistant Attorney-General (JLG/LO 4)

Job Purpose

Under the general direction of the Deputy Solicitor-General (DSG), the incumbent provides advice and guidance on a range of general legal matters to support the work of Ministries, Departments and Agencies (MDAs).

Key Responsibilities

Technical/Professional:

- Conducts research, prepares and renders sundry legal opinions to MDAs on a wide range of legal issues;
- Interprets Statutes in response to requests from MDAs;
- Negotiates settlements in matters relating to motor vehicle accidents involving GOJ fleet vehicles; and personal injury claims against the GOJ, to determine quantum of damages where applicable;
- Reviews *Bona Vacantia* matters and makes recommendation regarding petitions for Waiver of Crown Rights;
- Represents the Chambers at meetings, seminars, workshops;
- Reviews draft contracts to ensure consistency with sound legal principles, GOJ policies and procedures;
- Serves as Instructing Counsel when so required by the Litigation Division in matters for which the incumbent had carriage whilst it was assigned to the GLA Division;
- Provides comments on draft Bills or draft policy papers submitted by MDAs;
- Responds to queries or provides information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Reviews and advises on legal implications of internal policies and procedures;
- 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:

- Contributes to the development of the Division'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 other documents as required;
- Prepares and delivers legal presentations as needed.

Human Resource:

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the coordination of work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division 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 in a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time by the DSG and respective senior executives in the AGC.

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

- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Good planning and organizing skills;
- Good 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 administrative and public law and legislative Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs;
- 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 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;
- 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;
- 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;
- Five (5) years' progressive experience at the Bar.

Special Conditions Associated with the Job

- 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.

2. Executive Secretary 2 (OPS/SS 5)

Job Purpose

Under the general direction and leadership of the Director, Human Resource Management, the incumbent is responsible for assisting with the organisation and management of the administrative activities related to the Solicitor-General's Office.

Key Responsibilities

Technical/Professional:

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook programme to ensure co-ordination;
- Maintains the Solicitor-General's diary electronically by recording appointments, meetings visit and so forth on a day-to-day basis and confirms, cancels and reschedules appointment on the Solicitor-General's behalf;
- Organizes meetings for the Solicitor-General and staff as necessitated;
- Attends meetings as required, makes notes and produces minutes for dissemination and follow-up actions;
- Maintains a filing system for the Solicitor-General's office in accordance with the GOJ guidelines and practices;
- Manually logs receipt and dispatch of correspondence;
- Handles routine correspondence on behalf of the Solicitor-General by retrieving and sending correspondence from the intranet and internet;
- Receives and disseminates information on behalf of the Solicitor-General's office;
- Creates and maintains database with recommendations, management responses and the implementation status of recommendations;
- Updates and maintains database with reports and documentation;
- Assists with formatting and issuance of reports and documents produced by the Solicitor-General's office;
- Follows-up with Agencies/Departments to ensure the submission of documents to aid the work of the Solicitor-General's office;
- Maintains monthly attendance reports for Solicitor-General's office;
- Addresses matters relating to the general maintenance of the Solicitor-General's office;
- Liaises with internal and external stakeholders;
- Drafts letters and memoranda for the Solicitor-General's signature;
- Conducts research and prepares draft responses to correspondence for vetting by the Solicitor-General;
- Keeps abreast of the progress of activities within the AGC, providing background information, as well as preparing briefs for the Solicitor-General for participation in meetings;
- Makes travel and accommodation arrangements for the Solicitor-General when necessary;
- Prepares and disseminates internal advisories from the Solicitor-General's office to internal stakeholders;
- Follows-up with entities/Divisions regarding submission of management responses to communique;
- Demonstrates professionalism, credibility and integrity in the performance of functions so as to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the organization's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

Management/Administrative:

- Contributes to the development of the Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation of, and conducts presentations on role of the Solicitor General's office for the Orientation and Onboarding programme;
- Performs all other related duties and functions as may be required from time to time.

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

- Excellent oral communication and written communication;
- Customer and quality focus;
- Teamwork and cooperation;
- Interpersonal Skills;
- Change Management;
- Integrity;
- Compliance.

Technical:

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Knowledge of office management and administrative procedures and practices, including records management;
- Ability to compose correspondence and reports.

Minimum Required Qualification and Experience

- 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) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with 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., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Conditions Associated with the Job

- 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;
- Maybe required to travel to meetings and other sessions intra island.

3. Paralegal Officer (PLG/LS 4)

Job Purpose

Under the general direction of the Director, Human Resource Management, the incumbent is responsible for providing administrative legal support to the AGC. The Paralegal Officer is also responsible for creating and maintaining support systems and processes which assist the work of the Legal Officers.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of legal documents, under the guidance of the Legal Officers;
- Conducts research into legislation and other sources of law as directed;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles, and relevant documents for review by the Legal Officers;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Collates documents (bundles) in preparation for legal hearings and consultations;
- Updates Laws of Jamaica to ensure that legal volumes are kept current;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers, where necessary;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Performs all other related duties and functions, as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and teamwork skills;
- Good communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organising skills;
- Excellent time management and organizational skills;
- Excellent judgment and initiative.

Technical:

- Basic knowledge of the Common Law, including Commercial, Criminal and Civil Proceedings;
- Good Knowledge of drafting legal documents;
- Good knowledge of legal research methods;
- Good knowledge of the AGC policies and procedures;
- Working knowledge of GOJ operations and public sector issues;
- Working knowledge of relevant computer systems and their applications.

Minimum Required Qualification and Experience

- Certificate in Paralegal Studies;
- Four (4) CSEC subjects, inclusive of English Language;
- Three (3) years' experience in a law office or legal environment.

Special Conditions Associated with the Job

- 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 to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Thursday, 12th September, 2024 to:**

Director, Human Resource Management
Attorney-General's Chambers
13 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