



## Office of the Services Commissions

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### **CIRCULAR No. 403** **OSC Ref. C. 5850<sup>17</sup>**

**8<sup>th</sup> October, 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/be assigned to the following posts in the **Legal Services Division, Ministry of Economic Growth and Job Creation**:

1. **Crown Counsel (JLG/LO 3) - (Not Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Assistant Crown Counsel (JLG/LO 2) (Vacant) - 2 posts**, salary range \$5,198,035 - \$6,990,779 per annum.
3. **Senior Paralegal Officer (PLG/TR 6) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
4. **Paralegal Officer (PLG/LS 4) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.

#### **1. Crown Counsel (JLG/LO 3)**

##### **Job Purpose**

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and the Permanent Secretary in the strategic management of the Ministry.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Contributes to the development of the Legal Services Division's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with 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;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

###### ***Technical/Professional:***

- Drafts legal advice and opinions on laws, regulations, proposed policies, programmes and general matters of the Ministry and its subjects;
- Drafts and reviews contracts, agreements, Memoranda of Understanding (MOUs), and other legal instruments required by the Ministry and its subjects;
- Researches and prepares draft comments on Cabinet Submissions submitted to the Ministry for review;
- Drafts written or oral briefs to key stakeholders on legal aspects of policy or comparative legal positions for policy or legislative development;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of Minister's Briefs;
- Represents the Ministry on Inter-Ministerial Committees or teams related to legislation or policy;
- Follows-up with Committee members of the Ministry to gather and collate legislative items for action;
- Prepares quarterly reports on the Annual Legislative Programme and updates the Senior Assistant Attorney General on the progress made, when necessary;
- Drafts or vets legal documentations for official purposes;
- Remains current on GoJ policies/initiatives and maintains professional competence through reading, professional contacts, and participating in relevant initiatives.

***Human Resource Management:***

- Participates in preparing and conducting presentations on the role of the Division for the Orientation/On-boarding programme;
- Monitors and evaluates the performance of direct reports, conducts performance appraisals, and recommends and/or takes corrective action, when necessary;
- Contributes to the welfare and development of staff in the Division;
- Contributes to maintaining a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Management and Development Branch through the development of procedural manuals and other duties prescribed within the framework;
- Performs any other related duties that may be assigned from time to time by the Senior Assistant Attorney-General.

**Required Knowledge, Skills and Competencies**

- Good legal research and analytical skills;
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Good knowledge of the Jamaican 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;
- Good negotiation/facilitation skills and experience;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software;
- Excellent interpersonal and teambuilding 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.

**Minimum Required Qualification and Experience**

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Three (3) years' experience as a practicing Attorney in the Private or Public Sector.

**Special Conditions Associated with the Job**

- Office environment with standard office equipment and specialized software;
- Fast paced environment;
- Ability to work under pressure and meet crucial deadlines;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

**2. Assistant Crown Counsel (JLG/LO 2) - (2 posts)****Job Purpose**

Under the general direction and management of the Crown Counsel, the Assistant Crown Counsel assists with the provision of advice and guidance on a range of legal matters to support the work of Ministers and the Permanent Secretary in the strategic management of the Ministry.

**Key Responsibilities*****Management/Administrative:***

- 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;
- Contributes to the strategic planning process of the Division by assisting with the development of Strategic/Operational Plans and Budget;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

***Technical/Professional:***

- Conducts research on laws, regulations, proposed policies, programmes and general matters relevant to the Ministry and its affiliated Departments and Agencies;
- Assists in the drafting and review of contracts, agreements, Memoranda of Understanding (MOUs) and other legal instruments;
- Reviews and conducts additional research on Cabinet Submissions submitted to the Ministry for review;
- Responds to legal queries and provides guidance to Senior Paralegal Officers regarding legal co-operation among Units in various Ministries, Departments and Agencies;
- Conducts research and assists in drafting written or oral briefs to key stakeholders in the Ministry on relevant legal aspects of policy or comparative legal positions in relevant jurisdictions to support policy or legislative development;
- Follows-up with Committee Members from various Divisions and Departments/Subjects within the Ministry to gather and collate legislative items for action;
- Assists in the preparation of quarterly reports and updates on the progress made in the Annual Legislative Programme;
- Drafts or vets legal documentations for official purposes;
- Stays informed on Government of Jamaica's (GoJ) policies/initiatives to contribute value and inform decision-making;
- Maintains professional competence and currency through self-directed professional reading, establishing professional contacts with colleagues, maintaining membership in professional organizations, and participating in the Ministry's initiatives.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and recommend and/or initiates corrective action, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Contributes to the welfare and development of staff in the Division;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Contributes to the development and implementation of a succession planning framework in collaboration with the Human Resource Management and Development Branch, through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/ On-boarding programme.

**Required Knowledge, Skills, and Competencies**

- Good legal research and analytical skills;
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Good 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;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software;
- Excellent interpersonal and teambuilding 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.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Law (LLB); and
- Legal Education Certificate.

### **3. Senior Paralegal Officer (PLG/TR 6)**

#### **Job Purpose**

The incumbent is responsible for facilitating seamless transfer of properties by the Ministry, adhering to established policies, procedures and statutory regulations.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Develops Individual Work Plan in alignment with the Division's Operational Plans and objectives;
- Prepares routine and ad-hoc reports, as required;
- Participates in meetings, seminars, workshops and conferences, as required.

##### ***Technical/Professional:***

- Assists in the preparation of legal documents for property transfers, under the guidance of the Assistant Crown Counsel;
- Liaises with attorneys, Ministry clients, financial institutions and other parties involved in property transfers;
- Drafts Letters of Undertaking for financial and mortgage institutions;
- Communicates and liaises with the Office of Titles regarding Ministry documents and information:
  - Conducts searches;
  - Deposits and obtains titles;
  - Lodges transfers;
  - Lodges leases;
  - Lodges mortgage documents; and
  - Other relevant documents.
- Collaborates with the Stamp Office to ensure tax assessments, exemptions, and document collections are processed;
- Processes information requests and queries from clients and Ministry staff;
- Drafts letters for building societies, financial institutions, embassies and other relevant institutions;
- Issues duplicate certificates of titles, lease agreements and license agreements to Ministry's clients;
- Assists in maintaining relevant Registries for the Ministry's housing projects;
- Administers activities related to the Ministry's Housing programmes
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Experience in conveyance and contract laws;
- Knowledge of the provisions of legislation pertinent to ministry operations;
- Experienced in the use of standard computer applications;
- Excellent oral and written communication skills;
- Team-oriented with good interpersonal skills;
- Organized and meticulous;
- Resourceful.

### **Minimum Required Qualification and Experience**

- Paralegal Certificate;
- Training in Legal/Paralegal Studies;
- Five (5) GCE O'Level or CXC General Proficiency Passes including English Language;
- Three (3) years working experience in a law office or legal environment.

### **Special Conditions Associated with the Job**

- Fast paced environment with tight/critical deadlines;

- May be required to travel locally.

#### **4. Paralegal Officer (PLG/LS 4)**

##### **Job Purpose**

The Paralegal Officer is responsible for offering administrative and legal support to legal officers with responsibility for urban renewal, environment, climate change and central administration portfolios within the Ministry. Under the guidance of the Crown Counsel, the officer establishes and maintains support systems and procedures, ensuring smooth operation of legal activities.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the overall plan for the Division;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required.

###### ***Technical/Professional:***

- Assists in the preparation of legal documents, under the guidance of the Crown Counsel;
- Liaises with external clients to track the progress of legal documents to ensure timely completion;
- Ensures retention schedules for legal documents/files are strictly adhered to;
- Conducts research into legislation and other sources of law, as directed;
- Meets with walk-in clients and assists in providing updates on their matters before escalating;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Crown Counsels, where necessary;
- Liaises with other Ministries, Departments and Agencies, as required;
- Processes general inquiries and requests, as directed;
- Maintains the files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files;
- Performs any other related duties that may be assigned from time to time by the Crown Counsel.

##### **Required Knowledge, Skills, and Competencies**

- Basic knowledge of the Jamaican Legal System, including Commercial, Criminal and Civil Proceedings;
- Good knowledge of drafting legal documents;
- Good knowledge of legal research and methods;
- Working knowledge of GoJ operations and of Public Sector issues;
- Working knowledge of relevant computer systems and their applications;
- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Proficiency in the use of relevant computer applications.

##### **Minimum Required Qualification and Experience**

- Training **OR** Qualification in Legal or Paralegal Studies;
- Paralegal Certificate;
- Five (5) CSEC subjects including English Language;
- Three (3) years' experience in a law office or legal environment.

##### **Special Conditions Associated with the Job**

- Work will be conducted in an office outfitted with standard office equipment. 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 Tuesday, 22<sup>nd</sup> October, 2024 to:**

Senior Director,  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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