



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 484 **OSC Ref. C. 6528¹³**

4th December, 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 **Assistant Crown Counsel (JLG/LO 2) – (Not Vacant)** in the **Legal Services Unit, Ministry of Science, Energy, Telecommunications and Transport (MSETT)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

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

Key Responsibilities

Technical/Professional:

- Researches and drafts legal advice and opinions on laws/regulations, proposed policies, programmes and general issues of the Ministry and its subjects;
- Assists in the drafting, review or preparation of contracts, agreements or Memoranda of Understanding;
- Reviews, undertakes additional research and prepares draft comments on Cabinet Submissions that are submitted to the Ministry for comment;
- Prepares correspondence, participates in meetings, responds to queries and generally assists the Assistant Attorney General in relation to matters of co-operation between Legal Units in various Ministries, Departments and Agencies;
- Researches and provides written or oral briefs to key stakeholders in the Ministry, on relevant legal aspects of policy or comparative legal positions in other relevant jurisdictions, to assist in policy or legislative development;
- Assists in organizing meetings of the Ministry's Legislative Committee;
- Manages the maintenance of the records and Minutes of such meetings, and the dissemination of the Minutes to Committee members;
- Follows-up with Committee Members from the various Divisions and Departments/subjects of the Ministry to gather and collate the legislative items for action;
- Assists in the management and updating of the files relating to items on the annual Legislative Programme and preparing the quarterly updates on the progress made in the Programme.
- Drafts or vets legal documentations to be used for official purposes;
- Remains current on Government of Jamaica (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 Attorney General Chamber's (AGC) initiatives.

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Other:

- Participates in preparation and implementation of presentations on the role of the Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be assigned 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 judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- 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 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;
- 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.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate.

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 Tuesday, 17th December, 2024 to:**

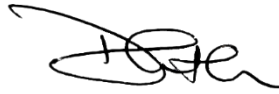
**The Permanent Secretary
Ministry of Science, Energy, Telecommunications and Transport
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: hr@mtw.gov.jm

Please note that only shortlisted applicants will be contacted.

Applications should include the names and positions of two (2) senior persons who can provide a character and work-related reference.

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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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