



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 20** **OSC Ref. C. 6555<sup>18</sup>**

**16<sup>th</sup> January, 2025**

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 **Administrative Assistant (GMG/AM 4)** in the **Legal Services Unit, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$2,803,771 – \$3,770,761 per annum.

#### **Job Purpose**

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant provides administrative support, paralegal and secretarial services that enhance the Senior Assistant AG's office and the operations of the Legal Service Unit (LSU) in general. The Administrative Assistant co-ordinates the activities of the office, organizes meetings and manages/monitors the Senior Assistant AG's calendar, drafts reports and other documentation; serves as liaison between the LSU and the AGC-HQ; undertakes research on routine legal matters and drafts Briefs; ensures a proper records management system is maintained and access to online law research facility is available to allow for the efficient operation of the LSU, and the timely delivery of service to the Ministry, its Departments and Agencies.

#### **Key Responsibilities**

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

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews, as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders, as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's Budget, Corporate and Operational Plans, Individual Work Plans, performance appraisal reports, leave schedules and training needs analysis, to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these submissions;
- Ensures Cabinet decisions are received and actioned, as directed/appropriate;
- Communicates directly, on behalf of the Senior Assistant AG, to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal Divisions of the Ministry, in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other actions are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follows-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents, as appropriate, to allow for the efficient operation of the LSU;
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSU, to ensure that matters are settled in accordance with service standards;

- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity, and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

***Paralegal:***

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law, as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises, on an on-going basis, with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files.

***Management/Administrative:***

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the LSU's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;

***Human Resources:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attain established personal and/or organizational goals;
- 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 and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

***Technical:***

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations, policies and procedures that guide the operations of the Unit
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Good knowledge of drafting legal documents

- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and of Public Sector issues

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum of one (1) year's related work experience.

**OR**

- Diploma in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum three (3) years' related work experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29<sup>th</sup> January, 2025 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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**