



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 170 **OSC Ref. C.4860¹¹**

15th May, 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 be assigned to the post of **Assistant Attorney General (JLG/LO 4) (Not Vacant)** in the **Legal Services Unit, Ministry of Labour and Social Security**, salary range \$7,716,512- \$10,377,851 per annum.

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Attorney-General provides advice and guidance on a range of legal matters to support the work of the Minister, Minister of State and Permanent Secretary in the strategic management of the Ministry of Labour and Social Security.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Ministry's Strategic and Operational Plan and Budget;
- Ensures that the Unit's work is carried out in accordance with agreed timelines and that the Unit's targets are achieved;
- Supervises the work of direct reports;
- Develops Individual Work Plans based on alignment to the Unit'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.

Technical/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to the Ministry during policy development, in relation to matters to form part of the legislative programme;
- Assists in the preparation and review of Bills that are to be tabled in the Houses of Parliament and provides legal support in the preparation of the Minister's Briefs;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts and Memoranda of Understanding;
- Prepares legal briefs for the review of the Senior Assistant Attorney-General, to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant Attorney General for the attention of the Legal Reform Department or the Office of the Chief Parliamentary Counsel, requesting comments on draft Cabinet Submissions;
- Prepares legal briefs for the review of the Senior Assistant Attorney General, for guidance from the Office of the Director of Public Prosecutions on the initiating of criminal proceedings in the courts in relation to the breach of legislation administered by the Ministry;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Assists with defending the Bills before the Legislation Committee of Cabinet;
- Liaises with the Clerk to the Houses of Parliament, in relation to matters to be tabled or debated in Parliament involving legislation relating to the Ministry's policies and programmes;
- Liaises with the Jamaica Printing Services in relation to the printing and gazetting of documents and legislation that affect the work of the Ministry;
- Reviews work assignments undertaken by junior counsel and advises on areas that need to be amended before dispatch;
- Initiates proceedings in the Parish Courts against employers who breach the National Insurance Act
- Responds to queries or provides information, as necessary or required;

- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represents the Ministry by participating on inter-ministerial committees or teams, in relation to legislation or policy in which the Ministry has an interest;
- Recommends remedies to rectify identified deficiencies and breaches;
- 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.

Human Resource

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the co-ordination of work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competency gaps and contributes to the development and succession planning for the LSU, to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required, 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:

- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica, including labour and social security legislation and the broad field of public law
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ and Ministry
- 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; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment
- 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);
- Legal Education Certificate;
- Six (6) years progressive experience at the Bar.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software, with the possibility of being able to work off-site with appropriate approvals.
- 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.
- Extended hours may be required to meet deadlines.
- May be required to travel locally and internationally on work related matters.

Applications accompanied by résumés should be submitted **no later than Thursday, 29th May, 2025 to:**

**Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**