



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 183
OSC Ref. C. 6555¹⁸

21st 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 fill the following **vacant** posts in the **Ministry of Industry, Investment and Commerce**:

1. **Assistant Attorney-General (JLG/LO 4) - Legal Services Unit**, salary range \$7,716,512 - \$10,377,851 per annum.
2. **Corporate Planner (GMG/SEG 3) - Policy, Planning, Projects and Research Division**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Assistant Attorney-General (JLG/LO 5)

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 Honourable Minister and Permanent Secretary in the strategic management of the Ministry.

Key Responsibilities

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 Departments and Agencies;
- Provides legal support to the Ministry and its Departments and Agencies during all aspects of the legislative process, commencing at the development of the policy;
- Assists in the 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, assists, reviews and amends legal documents or instruments required by the Ministry and its Departments and Agencies;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to 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 to whom the Head of the LSU reports;
- Prepares briefs to the Office of the Chief Parliamentary Counsel, requesting comments on draft Cabinet Submissions, the preparation of draft legislation and providing feedback on draft legislation;
- Liaises with the Legal Reform Department on law reform matters;
- Provides legal advice on draft legislation or draft policy papers submitted by other Ministries or its Departments and Agencies;
- 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 Departments and Agencies;
- 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;
- 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.

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 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.

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/On boarding programme;
- Contributes and maintains a harmonious working environment.
- Performs any other related duties that may be assigned from time to time by the Senior Assistant Attorney-General and respective senior executives in the Ministry.

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

- Excellent interpersonal and team management 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
- Excellent problem-solving and negotiation/facilitation skills
- 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

Technical:

- Proficiency in the use of relevant computer applications
- Ability to influence and motivate others
- Excellent legal research and analytical skills
- In-depth and extensive knowledge of the Laws of Jamaica 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
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- 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) Degree;
- Certificate in Legal Education;
- Six (6) years progressive experience at the Bar.

Special Conditions Associated with the Job

- 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.

2. Corporate Planner (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Planning and Performance, the incumbent is responsible for developing, implementing and maintaining systems and procedures that integrate the Corporate/Strategic Planning, Budgeting and Performance Monitoring processes within the Ministry and its Portfolio Agencies, ensuring alignment with Government's Priorities.

The post is responsible for projecting the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects. The incumbent participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) within the Ministry and its Agencies, consistent with the Vision 2030 National Development Plan, Government Strategic Priorities and the Ministry's Strategic Priorities.

There is a requirement to develop partnerships and establish effective working relationships with the Heads of portfolio agencies and staff, to ensure that plans and operations relate to overall Ministry and national policies.

The post supports and facilitates performance planning, monitoring and evaluation, with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

Key Responsibilities

Management/Administrative:

- Plans, organizes and manages the work schedule for the Performance Monitoring and Evaluation Analyst and the Monitoring Officers;
- Establishes Performance Standards for officers supervised and delegates accordingly with required guidance;
- Prepares status and situational reports;
- Conducts performance reviews of subordinates;
- Participates and makes representations, as required, in meetings, workshops, conferences and other fora, on Strategic Planning and Performance Management issues, as required;
- Participates in the Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops, etc.;
- Recommends improvements and modifications to the Planning Format;
- Formulates and updates procedure manuals and documents, as required.

Technical/Professional:

- Monitors the preparation of Corporate Plans and ensures the integration of targets, indicators and other performance measures in the planning and budgeting process;
- Facilitates, in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of the integrated Corporate Plans and Programmes in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Strategic Plan and the Corporate/Strategic Plans for the Ministry's Portfolio Agencies;
- Oversees the conduct of research, studies and surveys relating to socio-economic outcomes of services and activities, and ensures the co-ordination and development of reports and papers;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyzes Corporate/Strategic/Business Plans from the Agencies, and summarizes this information for inclusion into MIIC's Strategic Business Plan;
- Analyzes Operational Plans from the Agencies, and summarizes this information into MIIC's Operational Plan;
- Liaises continuously with the Cabinet Office to ensure that the Strategic Plan is driven by stated National Policy Objectives;

- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan in conjunction with Senior Director;
- Co-ordinates and prepares the Ministry's Annual Operational Plan;
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's Plans and Policies;
- Provides technical support and guidance to the Divisions, Departments and Agencies in the preparation of their Corporate/Business and Operational Plans;
- Co-ordinates Performance Review Meetings of the Ministry and Agencies, in collaboration with the Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports, briefs;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-annual Reports;
- Liaises with the Performance Management and Evaluation Unit (PMEU), Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Strategic Plan;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff, to ensure that plans and operations relate to overall Ministry and National Policies and to obtain information and support;
- Participates in the preparation of a plethora of briefs and technical papers;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Assesses and reports on Plans from Departments and Agencies to ensure conformity with established policies, directives and overall strategic objectives;
- Provides timely, technical advice and accurate well-written reports;
- Conducts verification and background checks to ensure credibility and reliability of reports, documents and related data;
- Participates in the monitoring and evaluation of projects undertaken by the Ministry, and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development, and makes recommendations for their adoption, where necessary, to enhance the Ministry's Planning and Policy Development functions;
- Participates in the development and co-ordination of the PAAC Report for presentation to Houses of Parliament;
- Undertakes research and prepares updates, briefs and notes for the IMF Report through the Ministry of Finance and Public Service;
- Prepares Capital Budget Submission, as needed;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

Human Resource:

- Monitors and evaluates the performance of the Performance Monitoring and Evaluation Officer/s;
- Interprets policies and advises staff supervised on Government regulations and guidelines;
- Recommends and/or initiates corrective action, where necessary, to improve performance;
- Participates in the recruitment of staff;
- Provides leadership and guidance through the effective planning, delegation, communication, training and mentoring;
- Makes recommendations on promotion, leave, itinerary, disciplinary issues and other human resources matters.

Other:

- Keeps abreast of developments in Corporate/Strategic/Business Planning;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Ability to exercise initiative
- Excellent oral and written communication skills
- Ability to work as a part of a team
- Excellent problem-solving and analytical skills
- Good presentation skills
- Excellent organizational skills

Functional:

- Strong negotiating skills
- Confidentiality and integrity
- Effective management of external relationships
- Computer literate - competency in Microsoft Word, PowerPoint, Excel.

Minimum Required Qualification and Experience

- Master's Degree in Management, Public Administration or Economics or any related Social Science Degree;
- Two (2) years' experience in Economics, Strategic and Operational Planning and Programme Monitoring and Evaluation;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics would be an asset.

OR

- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree;
- Three (3) years' related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd June, 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

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**