



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 176 **OSC Ref. C.6274⁶**

16th 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 post of **Director of Public Prosecutions (JLG/LO 7)** in the **Legal Administration Department, Office of the Director of Public Prosecutions**, salary range \$17,705,429 - \$20,032,068 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for planning, organizing, controlling and co-ordinating the operations, work activities and the resources of the Office of the Director of Public Prosecutions (ODPP), necessary for achieving its defined objectives. The incumbent is also ultimately responsible for the initiation of prosecutions and the decision making in all criminal matters, pursuant to *Section 94 of the Jamaican Constitution* and instruments designating the incumbent with the status of Central Authority for Mutual Legal Assistance and Extradition, and for enhancing the image of the ODPP. The incumbent is responsible for facilitating the achievement of the Office's mission to provide the citizens of Jamaica with a professional prosecution service that is fair and just to both victim and accused. This entails prosecuting criminal matters in Court 1 (most senior Court) of the Supreme Court, and complex and high public interest matters, as well as matters in the Court of Appeal and Special sittings of the Court of Appeal.

Key Responsibilities

Technical/Professional:

Legal:

- Takes responsibility for all prosecutions initiated in the Circuit Courts under the ODPP's remit pursuant to Section 94 of the Jamaican Constitution;
- Represents the Crown in the Court of Appeal and the Privy Council;
- Takes responsibility for the intervention in, taking over or the discontinuance of any criminal matter in any Court by virtue of Section 94 of the Constitution;
- Executes functions under Section 15 of the Coroners Act and other statutes, where prosecution can only commence with the Director of Public Prosecution's consent;
- Takes ultimate responsibility for all rulings or recommendations made by the Office pertaining to whether a criminal charge should be preferred, or not, concerning members of any Department within the Public Service or any other citizen, once a completed file has been submitted to the ODPP by any investigative entity, private or public;
- Ensures that legal staff assignments are made to maximize operational efficiencies;
- Provides legal advice to the general public;
- Makes comments on proposed bills and makes recommendations to the policy makers for new laws or amendments to existing legislation, to enhance the criminal laws and procedures in the administration of justice;
- Interfaces with other departments to advise and inform policies within the context of criminal practice and procedure;
- Processes requests to and from international states as the Designated Central Authority for Mutual Legal Assistance under the Mutual Assistance (Criminal Matters) Act;
- Processes requests to and from international states, as the designated central authority for Extradition and processes requests for extradition from Jamaica and from foreign states or from requesting states to Jamaica.

Administration:

- Takes responsible for the efficient operation of the ODPP;
- Ensures the timely preparation and submission of Corporate and Operational Plans and Quarterly and Annual Reports for the ODPP;
- Ensures timely submission of the ODPP's Annual Budget and its justification;
- Oversees and engages in welfare activities geared towards boosting staff morale;
- Ensures efficient utilization of staff and the evaluation of their performance on a timely basis;
- Recommends to the Permanent Secretary, Ministry of Justice, staff promotions, appointments and acting assignments, in keeping with available openings on a timely basis;

- Approves expenditure requests for goods and services, additional furniture and equipment for the Office;
- Approves requests for Departmental, Sick and Vacation Leave for legal staff and Study Leave for legal and administrative staff;
- Ensures that requests made by administrative staff for Departmental, Sick and Vacation Leave are processed in a timely manner;
- Represents or ensures the representation of the Office, both locally and internationally, in a variety of fora;
- Provides skilled legal resources to fulfil requests for presentations and lectures, both locally and internationally, from private and public entities;
- Ensures the relevant approval is obtained for the movement of staff internationally, to facilitate their representation at international fora;
- Motivates and maintains team spirit among staff members to achieve desired objectives
- Adopts multifaceted approach to the utilization of scarce resources to achieve defined organizational goals;
- Strengthens ties with local and international facilitators for the holding of seminars to enhance the continuation of the educational upgrade of legal and administrative staff;
- Ensures that the Ministry's inventory guidelines and regulations are adhered to;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of laws and regulations governing the prosecution of criminal matters
- Excellent research and analytical skills
- A keen eye for details
- Excellent leadership, interpersonal and networking skills
- Ability to function as team leader and work with diverse groups of people
- Ability to motivate people to achieve defined objectives even under challenging situations
- Excellent administrative skills with special emphasis on planning, directing and implementation
- Good communication skills (internally and externally with other stakeholders and the media in the administration of justice)
- Excellent conflict and stress management skills

Minimum Required Education and Experience

- Law Degree (LLB) from a recognized institution;
- Certificate in Legal Education (CLE) from Norman Manley Law School; and
- Ten (10) years' experience prosecuting criminal matters of varying complexity.

Special Conditions Associated with Job:

- Required to travel outside of the Kingston area and overseas;
- Required to work long hours and sometimes on weekends.

Applications accompanied by Résumés should be submitted **no later than Friday, 6th June, 2025 to:**

**Chief Personnel Officer
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: employment@dpp.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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer