

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. 197

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3rd June, 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 **Attorney-General's Chambers (AGC)**:

- 1. Senior Assistant Attorney-General (JLG/LO 5) (2 posts) – Litigation and State Proceedings Division**, salary range \$9,401,821 - \$12,644,404 per annum.
- 2. Administrative Assistant (GMG/AM 4) (2 posts) - Legal Division**, salary range \$2,803,771 - \$3,770,761 per annum.

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

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General – Litigation and State Proceedings, the Senior Assistant Attorney-General guides direct reports; prepares for and conducts trials and advises on pleadings and other court filings, for a range of complex legal claims brought by or against the GOJ. The incumbent also assists in the management of the Litigation and State Proceedings Division.

Key Responsibilities

Technical:

- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law, in presenting arguments on behalf of Ministries, Departments and Agencies (MDAs) of Government;
- Performs initial review of incoming cases to assess the type of case, identify legal issues, and litigation strategies, and determines pending deadlines and initial Court appearances;
- Drafts pleadings and other Court documents;
- Prepares written opinions and advises MDAs on a wide range of legal matters;
- Prepares skeleton arguments and written submissions in major litigation matters;
- Appears as Counsel at the Industrial Disputes Tribunal; the Supreme Court, Court of Appeal, the Judicial Committee of the Privy Council and arbitrations;
- Negotiates settlements and settles claims;
- Assists with the assignment of cases to Attorneys, after evaluating their capacity, level of experience and interest;
- Assists with the monitoring of case load/capacity of Attorneys and paralegals;
- Provides quality control assistance to the Deputy Solicitor-General and supervises a Team of Attorneys;
- 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;
- Provides guidance, strategy advice, feedback and general litigation assistance to Attorneys and Paralegals in the AGC as necessary.

Management/Administrative:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Division, and implements appropriate strategies to improve performance of direct reports;
- Co-ordinates the development of Individual Work Plans, recommends performance targets for direct reports, and facilitates the timely and accurate completion of staff Performance Appraisals;

- Convenes Team Meetings, to ensure proper assignment of Court matters and to discuss pressing legal and administrative matters;
- Assists with conducting (weekly) litigation meetings to discuss and implement projects and policies that facilitate the efficient operation of the Division and the development of the Attorneys;
- Liaises with MDAs in relation to legal matters referred to the AGC;
- Sits on the AGC's Executive Committee;
- Represents the AGC at meetings, conferences, workshops and seminars in relation to functional area.

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
- 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 and the broad field of law or practice relating to advocacy and litigation
- Excellent 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 presentation and advocacy skills
- Excellent written and verbal communication, including 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 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;
- Eight (8) years progressive experience as a Trial Lawyer.

2. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the general supervision of the Director, Human Resource Management, the Administrative Assistant provides administrative, paralegal and secretarial services to the Deputy Solicitor-General (DSG), which enhance the DSG's Office and the operations of the Division in general. The Administrative Assistant co-ordinates the activities of the Office, organizes meetings and manages/monitors the DSG's Calendar, drafts reports and other documentation, and ensures proper Records Management System is maintained.

Key Responsibilities

Technical/Professional:

- Manages the calendar of schedules and appointments on behalf of the DSG;
- 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 DSG 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 Division's Budget, Corporate and Operational Plans and Individual Work Plans, to ensure submission within stipulated deadlines;
- Ensures visitors and incoming calls to the DSG'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 DSG to keep him/her well informed of upcoming commitments and schedules and follows-up, as appropriate;
- Processes all correspondence addressed to the DSG; and routes correspondence and documents as appropriate, to allow for the efficient operation of the Division;
- Conducts on-line and off-line research on routine matters at the request of the DSG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the Division, to ensure that matters are settled in accordance with service standards;
- 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 Division's operations, working knowledge of the policies, procedures, practices and protocols, to be able to respond appropriately to enquiries, requests or issues.

Paralegal Duties:

- Assists in the preparation of legal documents, under the guidance of the DSG;
- 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 organizing 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.

Required Knowledge, Skills, and Competencies

- 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 initiative
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

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

OR

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

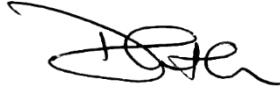
Applications accompanied by Résumés should be submitted **no later than Monday, 16th June, 2025 to:**

**Director, Human Resource Management
Attorney-General's Chambers
13 Hillcrest Avenue
Kingston 6**

Email: hrm@agc.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**