



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 351 **OSC Ref. C. 4858⁵⁴**

28th November, 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 **Crown Counsel (JLG/LO 3)** in the **Legal Services Unit (Hope Gardens), Ministry of Agriculture, Fisheries and Mining**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of the Ministry.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Legal Services Unit'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.

Technical/Professional:

- Conducts a range of legal research, to provide legal guidance and support, in furtherance of the mission-critical functions of the Ministry, its Departments and Agencies;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry, its Departments and Agencies;
- Provides legal support to the Ministry, its Departments and Agencies, during all aspects of the legislative process, commencing at the development of the policy;
- Assists in the preparation of Bills for tabling, 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 subjects;
- 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 Deputy Solicitor General (DSG);
- Prepares Briefs for the review of the Senior Assistant Attorney-General for the attention of the Legal Reform Department, requesting comments on draft Cabinet Submissions or otherwise on law reform matters;
- Prepares Briefs for the review of the Senior Assistant Attorney-General for the attention of the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions, to prepare draft legislation and providing feedback on draft legislation;
- Provides legal advice on draft legislation and draft policy papers submitted by other Ministries or Departments;
- 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;
- Represents the Ministry by participating on Inter-Ministerial Committees or Teams, in relation to legislation or policy, in which the Ministry has an interest;

- Remains current on GOJ policies/initiatives, in an effort to add value and inform decision making;
- Attends Court to provide support and instructions to the Attorney General's Chambers or the Director of Public Prosecution, as required;
- Marshalls evidence in Disciplinary Hearings;
- Interviews Witnesses;
- Drafts Witness Statements;
- 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 preparation and implementation of presentations on the role of Division/Unit for the Orientation/On-boarding Programme;
- Contributes to and maintains a harmonious working environment;
- Performs all other related duties and functions required from time to time, by the Senior Assistant Attorney-General and respective Senior Executives in the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Teamwork and co-operation
- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good customer and quality focus skills
- Good planning and organizing skills
- Good time management skills
- Ability to use sound judgment
- Integrity
- Initiative
- Compliance

Technical:

- Excellent report writing skills
- Good legal research and analytical skills
- Good knowledge of the Laws of Jamaica and the broad field of Public Law
- Good knowledge of the mandate, objectives, strategies, policies, and environment of the Ministry, its Department, Agencies, the AGC and the Legal Services Unit
- Strong presentation skills and the ability to communicate legal information in a manner that can be understood by decision-makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Sound negotiation/facilitation skills and experience
- A good understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- Sound 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 from an accredited Institution;
- Certificate in Legal Education;
- Three (3) 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, 11th December, 2025, to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**