



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 360

OSC Ref. C. 6528¹⁴

4th December, 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 Energy, Transport and Telecommunications (METT):**

- 1. Assistant Attorney General (JLG/LO 4)**, salary range \$7,716,512 - \$10,377,851 per annum and any allowance(s) attached to the post.
- 2. Research Officer (SOG/ST 6)**, salary range \$5,198,035 - \$6,990,779 per annum and any allowance(s) attached to the post.

1. Assistant Attorney General (JLG/LO 4)

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 Ministers and Cabinet/Financial/Permanent Secretaries in the strategic management of a discrete Ministry.

Key Responsibilities

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.

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 of Bills for tabling and provide 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 DSG;
- Prepares briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;

- Responds to queries or provide 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 advise 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 coordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies 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 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
- 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 Constitutional and legislative Affairs
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry
- 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 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
- Strong 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) Degree;
- Certificate in Legal Education;
- Six (6) years progressive experience at the Bar.

Special Conditions Associated with the Job

- 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.
- May be required to travel locally and internationally, to attend conferences, seminars and meetings.

2. Research Officer (SOG/ST 6)

Job Purpose

Under the supervision of the Chief Research Officer, the Research Officer is responsible for providing the Ministry with the capability to conduct detailed demand-driven research studies to inform policy recommendations. The officer will assist with research, by analyzing and compiling data, preparing relevant reports, briefs and documents that include evidence-based evaluations, pertinent advice and recommendations, to support the efforts of the Strategic Planning and Policy Services Division.

Key Responsibilities

Management/Administrative:

- Participates in meetings and workshops, on strategic planning and policy issues;
- Represents the Ministry on various committees, councils, conferences, workshops, etc.;
- Edits and proofreads documents and prepares research papers;
- Prepares draft annual Work Plan of research studies to be conducted, for consideration;
- Assists in the preparation of various reports, as needed.

Technical and Professional:

- Co-ordinates all research activities and oversees the implementation of research strategies for the Ministry;
- Identifies topical/priority areas for research and presents skeletal outlines for considerations;
- Plays the lead role in the Draft Research Programme and participates in the implementation of these programmes for the Ministry;
- Conducts approved research studies;
- Prepares detailed Terms of Reference for approved research studies;
- Establishes an in-house Research Repository/Databank to house all research studies undertaken by the Ministry;
- Reviews and comments on reports, proposals, policy papers and other documents, as assigned;
- Assists in the preparation of Executive Summaries and abstract documents;
- Assists with the assessment of plans from Departments and Agencies for conformity with

- established policies, directives and overall strategic objectives;
- Compiles and analyses data to strengthen the capacity of statistical databases;
- Conducts background checks, to ensure credibility and reliability of reports etc.;
- Conducts and assists with data collection, entry, reduction and analysis for a range of studies and researches;
- Assists in the development of macro-economic modelling/research capabilities, to facilitate monitoring/recommendations for the Sectors under the Ministry's portfolio;
- Conducts research to provide data for inclusion in documents, such as draft Bills, Cabinet Submissions, Development Plans, etc.;
- Liaises with members of the public and other Government Ministries, Departments and Agencies, to obtain various types of information;
- Collaborates in the development of data collection tools, tracking log frame indicators, undertaking monitoring, evaluation and analysing their data and information, and consolidating information for reporting and tracking progress on programmes and projects;
- 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;
- Conducts field investigations on energy, telecommunications and transport related matters, and prepare reports;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Excellent quantitative skills
- Ability to design and conduct research studies
- Knowledge and skills in relevant computer software used in research work
- Good data analysis and presentation skills

Core:

- Excellent supervisory skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Good problem-solving and decision-making skills
- Teamwork and cooperation
- Good interpersonal skills
- Ability to exercise initiative
- Adaptability

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics, Management or Public Administration;
- Three (3) years working experience in Research.

Special Conditions Associated with the Job

- May be required to work extended working hours.
- Will be required to travel islandwide.

Applications, accompanied by résumés, should be submitted ***via email, no later than Wednesday, 17th December, 2025, to:***

hr@mtw.gov.jm

to the attention of:

**Permanent Secretary
Ministry of Energy, Transport and Telecommunications
PCJ Building, 36 Trafalgar Road
Kingston 10**

Applications should include the names and positions of two (2) senior persons who can provide character and work-related references.

Additional details may be viewed on the Ministry's Website: www.mset.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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