



## Office of the Services Commissions

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**CIRCULAR No. 359**

**4<sup>th</sup> December, 2025**

**OSC Ref. C.5849<sup>13</sup>**

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 **Legal Aid Council**:

1. **Executive Secretary 1 (OPS/SS 4)**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Accounting Clerk (FMG/AC 2)**, salary range \$1,439,455 - \$1,935,907 per annum.

### **1. Executive Secretary 1 (OPS/SS 4)**

#### **Job Purpose**

The incumbent will provide managerial and administrative support to the Executive Director.

#### **Key Responsibilities**

- Prepares response to Attorneys who apply for, or are removed on request from the Council's Panel of Attorneys;
- Answers Executive Director's phone and record messages. Returns calls, when required;
- Takes and prepares Minutes of Legal Aid Council's Staff Meetings and Board Meetings (the latter when Administrator is not available);
- Compiles data and prepares monthly, quarterly and annual performance review documents and presentations;
- Prepares Annual Report to the Minister and the Public Administration and Appropriations Committee (PAAC);
- Prepares document and presentation for Attorneys Continuing Legal Professional Development (CLPD) Seminars;
- Provides technical support at CLPD Seminars;
- Prepares reports to various Departments/Ministries, as requested;
- Provides administrative support at meetings/presentations with Executive Director, as required;
- Types correspondence from Executive Director to external and internal parties;
- Ensures all information and data are treated in accordance with the principles and guidelines of the Data Protection Act.

#### **Required Knowledge, Skills and Competencies**

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent time management skills
- Proficient in the use of the relevant computer software

### **Minimum Required Qualification and Experience**

- Certified Professional Secretary Course (CPS) **or** Diploma in Administrative Management (MIND);
- Five (5) years' work experience.

### **2. Accounting Clerk (FMG/AC 2)**

#### **Job Purpose**

The incumbent is responsible for providing support to the Finance Unit, through prudent management of financial records to facilitate efficiency, in keeping with the FAA Act and other regulatory framework.

#### **Key Responsibilities**

- Enters Attorneys' claims onto electronic database to be quantified;
- Sorts, selects and submits Attorneys' claims to be verified for payment;
- Prepares listings for Attorneys payment;
- Vets payment details, to ensure certification and authorization by the relevant officers, and copies payment listings in duplicate thereafter;
- Tracks and records payments made to Attorneys;
- Informs supervisor of incomplete/incorrect data on Attorneys' claims and makes the necessary contacts, as deemed necessary, within the scope of responsibility;
- Submits one (1) copied payment listing, along with advisories, to the Records Unit, to facilitate update of Attorneys' files and relevant records;
- Monitors unpaid claims and ensures submission to Records Clerk are placed on Attorneys' Black files;
- Assists with conducting research to facilitate audits, reporting and other related activities;
- Updates and maintains files and relevant registers, maintaining historical and current Bank files, as required by the Financial Regulations;
- Ensures all information and data are treated in accordance with the principles and guidelines of the Data Protect Act.

### **Required Knowledge, Skills and Competencies**

#### ***Technical:***

- Knowledge of the FAA Act, the Financial Management Regulations and other applicable guidelines as promulgated by the Ministry of Finance
- Knowledge of GoJ Procurement policy and guidelines
- Proficiency in the use of Microsoft Office and other accounting software

#### ***Core:***

- Good interpersonal relations
- Good oral and written communication skills
- Customer and quality focus
- Good time management skills
- Good analytical skills

### **Minimum Required Qualification and Experience**

- Four (4) CSEC or GCE 'O' Level subjects, including English Language and a numeric subject,
- Two (2) years' experience in Government Accounting.

**Special Conditions Associated with the Job**

- May be required to work beyond normal office hours;
- Exposure to dust.


Applications, accompanied by résumés, should be submitted **no later than Wednesday, 17<sup>th</sup> December, 2025, to:**

**Executive Director  
Legal Aid Council  
3<sup>rd</sup> Floor, Oxford House  
6 Oxford Road  
Kingston 5**

Email: [aid.legal@moj.gov.jm](mailto:aid.legal@moj.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)**