



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 40**  
**OSC Ref. C.4857<sup>14</sup>**

4<sup>th</sup> February, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Legal Officer (JLG/LO 2) – (for period ending 21<sup>st</sup> June, 2019)** in the **Ministry of Transport and Mining**, salary range \$2,089,382 – \$2,483,618 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Director, Legal Services, the incumbent will be expected to provide the Ministry with general legal advice on conveyance matters, policy and procedures and assists with proposing amendments to legislations and regulations and/or the promulgation of new legislations and regulations.

**Key Responsibilities**

***Management/Administrative:***

- Participates in the development of a sound legal framework for the Ministry;
- Develops with Senior Legal Officer, a set of operational objectives and standards to guide the operations of the Division;
- Develops Work Plans and schedules for staff;
- Delegates and oversees the functions of the reports;
- Represents the Ministry on Committees;
- Prepares Operational Reports;
- Ensures proper maintenance of files and records;
- Deputizes for the Senior Legal Officer in his/her absence.

***Technical/Professional:***

- Advises and makes recommendations to the Permanent Secretary on legal matters, as required;
- Drafts instructions for legal changes to Acts and Regulations;
- Interprets Acts, Regulations and rulings for the Ministry;
- Reviews current legislation administered by the Ministry and its Agencies;
- Reviews Cabinet Submissions and issues drafting instructions to the Parliamentary Counsel;
- Makes recommendations for amendments or repeal of Legislation;
- Liaises/consults with the Attorney General's Chambers, other Legal Departments and stakeholders regarding legal matters/issues;
- Obtains legal advice from the Attorney General's Chambers in respect of litigation matters relevant to the work of the Ministry;
- Conducts land acquisition matters in collaboration with the National Works Agency and the National Land Agency on behalf of the Ministry;
- Advises on legal implications for any proposed policy formulations;
- Provides general legal services and reviews all documents related to contracts, leases and other agreements;
- Gives legal opinion on matters affecting the Ministry and its portfolio entities by providing guidance on a range of legal and quasi-legal issues;
- Undertakes research in legal issues of relevance to the Ministry;
- Administers the transfer of property on behalf of the Ministry;
- Prepares correspondence to the Ministry's clients, their agents, attorneys and organizations involved in the transfer of property;
- Negotiates settlements and completes outstanding land acquisition matters in order to facilitate the Ministry's fixed asset base;
- Provides legal advice to Ministry personnel and clients.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of Jamaican Laws and Legal system
- Sound background in Conveyance and Contract Law
- Good knowledge of areas of law impacting on Government Policies dealing with the Ministry
- Excellent knowledge of the legislative process
- Proficiency in the use of legislative process
- Excellent Negotiation skills
- Excellent Problem Solving and Decision Making skills
- Excellent Oral and Written Communication skills

**Minimum Required Qualification and Experience**

- Bachelor of Laws Degree;
- Certificate in Legal Education (CLE).

Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> February, 2019 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

Email: [hr@mtw.gov.im](mailto:hr@mtw.gov.im)

Please note that only short listed 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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**