



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 34
OSC Ref. C.4468⁷

29th January, 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/fill the following posts in the **Attorney General's Chambers**:

1. **Senior Assistant Attorney General (JLG/LO 5) – Commercial Affairs Division – (Not Vacant)**, salary range \$3,615,620 - \$4,297,836 per annum and any allowance(s) attached to the post.
2. **Senior Assistant Attorney General (JLG/LO 5) – Litigation Division – (Not Vacant)**, salary range \$3,615,620 - \$4,297,836 per annum and any allowance(s) attached to the post.
3. **Paralegal Officer 4 (PLG/LS 4) – (Not Vacant)**, salary range \$826,041- \$981,903 per annum and any allowances attached to the post.
4. **Secretary 2 (OPS/SS 2) – (4 posts: 1 Vacant, 3 Not Vacant)**, salary range \$687,897 - \$817,693 per annum and any allowances attached to the post.
5. **Records Officer 1 (PIDG/RIM 2) - (Not Vacant)**, salary range \$685,860 - \$815,272 per annum and any allowances attached to the post.

1. **Senior Assistant Attorney General (JLG/LO 5) – Commercial Affairs Division**

Job Purpose

Under the general direction of the Deputy Solicitor General, Commercial Affairs Division, the Senior Assistant Attorney General will be responsible for:

- Providing legal advice to the Government of Jamaica (GoJ), (including Ministries, Departments and Agencies of the GoJ), Statutory Bodies and Government companies;
- Delivering opinions on a variety of legal issues;
- Assisting with Administrative tasks in the Division and the Chambers;
- Assisting with the management of the Division;
- Providing advice and guidance to junior Attorneys.

Key Responsibilities

Technical:

- Advises Ministries, Departments and Agencies and other Public Bodies on a range of legal issues relating to Commercial Law including Laws of Contracts, Company Law, Labour Law, Sale of Goods, Commercial Arbitration, Competition Law, Intellectual Property, Procurement Law, Banking Law, Law of Credit and Security and Securities Documentation including Bills of Exchange and other negotiable instruments, Capital Markets Transactions, Public Private Partnerships and Privatizations, Mergers and Acquisitions, Conveyancing, International Financial Law and International Project Financing;
- Negotiates, drafts and vets Contracts and other transactional documents, as well as loans and other securities documentation;
- Prepares and vets legal opinions;
- Reviews Contracts and other documentation to ensure their legality and compliance with Government policy;
- Acts as Legal Advisor to the Government and other Public Bodies in the negotiation of loans from International Lending Agencies and in relation to major Commercial Agreements including, Transnational Agreements relevant to the areas listed above;
- Assists the Litigation Division in the preparation of Commercial matters for Court and the Industrial Disputes Tribunal;

- Vets and comments on Cabinet Submissions, Bills and Draft Legislation relating to Commercial Law matters;
- Represents the Government at Arbitration Hearings.

Administrative:

- Assigns such matters as the Deputy Solicitor General may require;
- Assists with the management, supervision and evaluation of reporting staff in the Division;
- Assists with the implementation of projects and policies that facilitate the efficient operation of the Division and the development of Attorneys within the Chambers;
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Chambers;
- Vets work of junior Attorneys;
- Oversees various Departmental Committees aimed at promoting and achieving Departmental objectives;
- Sits on the Department's Executive Committee;
- Convenes and attends Divisional meetings as requested;
- Performs any other Administrative functions as may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica
- Excellent Analytical, Problem Solving and Time Management skills
- Excellent Oral and Written Communication skills
- Excellent Interpersonal and People Management skills
- Ability and willingness to undertake Administrative tasks
- Excellent Negotiating skills
- Excellent Presentation skills
- Proficiency in the use of relevant computer applications
- Ability to manage team of Attorneys

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree with relevant combination of academic qualifications and experience, i.e. at least ten (10) years relevant working experience;
- Certificate in Legal Education;
- Significant experience in the handling of complex matters will be an asset.

2. Senior Assistant Attorney General (JLG/LO 5) – Litigation Division

Job Purpose

Under the general direction of the Deputy Solicitor General (Litigation), the incumbent is responsible for providing legal advice in Litigation or litigious matters and assisting in the management of the Litigation Division.

Key Responsibilities

Technical:

- Drafts pleadings and other Court documents;
- Prepares written opinions and advises Ministries, Departments and Agencies on a wide range of legal matters;
- Prepares skeleton arguments and written submissions in major Litigation matters;
- Appears as Counsel in Industrial Disputes Tribunal, major trials, Judicial review, Court of Appeal matters, the UK Privy Council and the Caribbean Court of Justice;
- Negotiates settlements and settles claims.

Administrative:

- Assists with the assignment of legal work in the Division including Court of Appeal, Judicial Review, Constitutional and administrative matters, trials and assessments, Parish Court matters;

- Assists with the management, supervision and evaluation of reporting staff in the Division. Convenes weekly team meetings, when requested, to ensure proper assignment of Court matters and to discuss pressing legal and administrative matters:
- Assists with conducting (monthly) Litigation meetings to discuss and implement projects and policies that facilitates the efficient operation of the Division and the development of the Attorneys;
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Chambers;
- Sits on the Department's Executive Committee.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica
- Sound Research and Analytical skills
- Excellent ability to analyze and interpret legal documents
- Excellent Negotiating skills
- Excellent Oral and Written Communication skills
- Excellent Interpersonal, Organizing and People Management skills
- Excellent Presentation skills
- Ability to manage a team of Attorneys
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree with relevant combination of academic qualifications and experience; i.e. at least ten (10) years relevant working experience;
- Certificate in Legal Education.

3. Paralegal Officer 4 (PLG/LS 4)

Job Purpose

Reporting to the Director of Documentation, Information and Access Services, the incumbent is responsible for providing Paralegal services to the Department in accordance with established standards and procedures.

Key Responsibilities

- Examines and accepts documents served on the Department;
- Files documents in the Courts within the legal specified time;
- Serves legal documents on various law firms and individuals;
- Checks Court files to ensure that documents on the Court files correspond with documents on the Department's file;
- Conducts searches at the Registrar of Companies, Titles Office and Supreme Court in order to obtain and clarify information;
- Assists Legal Officers with researches related to locating precedent cases, both within and outside of Department's Legal Library;
- Routes files and legal documents to Divisional Heads.
- Liaises with various Ministries and Departments in order to obtain Accident Reports, Police Statements, etc.;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Working knowledge of Paralegal techniques and procedures
- Working knowledge of Court procedures
- Computer literacy
- Excellent Oral and Written Communication skills
- Excellent Interpersonal skills
- Excellent Organizing and Time Management skills

Minimum Required Qualification and Experience

- Four (4) GCE 'O'Level/CXC (General Proficiency) subjects, including English Language and Mathematics;
- Certificate/Training in Paralegal Studies;
- Two-three (2-3) years' related work experience.

4. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direction of the Director, Administration, the incumbent provides administrative and secretarial support to assigned Attorney(s) in accordance with established standards and procedures.

Key Responsibilities

- Transcribes notes and reproduces documents; reads and edits material for spelling, error, grammar, punctuation, correct format and presentation;
- Photocopies and collates legal documents;
- Annotates/updates Laws of Jamaica and subsidiary legislation;
- Maintains Attorney's Diary/Appointment Calendar;
- Arranges interviews;
- Sends and receives facsimile transmissions;
- Receives, screens and places telephone calls and records messages;
- Assists assigned Attorney in the retrieval and photocopying of statutes, recorded Judicial decisions and legal articles;
- Drafts routine correspondence for the signature of assigned Attorney;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Proficient in the use of relevant computer applications (word-processing, spreadsheets)
- Good Oral and Written Communication skills
- Good Interpersonal skill
- Good Time Management and Organizing skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduation from an accredited Secretarial School with at least three (3) years' experience in the field.
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

5. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the direction the Director, Documentation, Information and Access Services, the incumbent is responsible for the handling of Court documents within the Department, in accordance with established standards and procedures.

Key Responsibilities

- Opens files for Court matters, records information on File Manager System and submits file to relevant Divisional Director;
- Locates files and dispatches same to the Legal Officers;
- Sorts files returned to the Registry, updates the File Manager System and re-shelves files;
- Makes and answers queries to/from the Court, Government Ministries, Law Firms and Insurance Companies relating to Court matters;
- Maintains files in good condition;
- Records documents with dates set for hearing and ensures that Legal Officers are aware of Court dates;
- Attends Weekly Litigation meetings to discuss matters and arrangements in relation to the Court lists;
- Conducts periodic file audits to track down missing files;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Good Interpersonal skills
- Good Oral and Written Communication skills
- Ability to work under pressure

Minimum Required Qualification and Experience

- Graduation from a Secondary Institution with four (4) subjects at CXC or GCE 'O' Level including English Language and a numeric subject plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 14th February 2019 to:**

**Director, Human Resource Management and Administration
Attorney General's Chambers
2 Oxford Road (NCB Towers)
Kingston 5**

Email: hrm@agc.gov.jm

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**