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CIRCULAR No. 50
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21st February, 2018

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) – Constitutional and Legislative Division – (Not Vacant)**, salary range \$3,375,929 – \$4,012,919 per annum and any allowance(s) attached to the post.
2. **Assistant Attorney General (JLG/LO 4) – Commercial Affairs Division – (2 posts – Not Vacant)**, salary range \$2,811,933 – \$3,342,504 per annum and any allowance(s) attached to the post.
3. **Crown Counsel (JLG/LO 3) – Constitutional and Legislative Division – (Vacant)**, salary range \$2,342,159 – \$2,784,091 per annum and any allowance(s) attached to the post.

1. **Senior Assistant Attorney General (JLG/LO 5)**

Job Purpose

Under the general direction of the Solicitor General, the incumbent is responsible for providing advice on legal matters relating to the drafting and enactment of Government legislation and assisting with the management of the Constitutional and Legislative Division.

Key Responsibilities

Technical:

- Advises Ministries, Departments and Agencies on a range of legal issues;
- Vets and comments on Cabinet Submissions, Bills and draft Regulations;
- Attends Committee Meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations and a range of other legal matters;
- Advises members of Parliament and Cabinet (including sub-Committees of Parliament and Cabinet) on a range of legal matters;
- Represents the Chambers on Working Groups to consider the enactment of legislation and the formulation of policy;
- Advises the Ministry of Local Government in respect of appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources and Conservation Authority Act;
- Advises on legal matters in relation to the Access to Information Act;
- Represents the Government on Appeals before the Access to Information Appeals Tribunal.

Administrative:

- Assists in Supervising and evaluating reporting staff
- 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 skills
- Excellent ability to analyze and interpret legal documents
- Excellent time management skills
- Excellent oral and written communication skills
- Excellent interpersonal, organizational and people management skills
- Excellent presentation skills
- Excellent leadership and management skills
- Excellent problem solving skills
- Excellent knowledge of laws governing Access to Information
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

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

2. Assistant Attorney General (JLG/LO 4) – 2 posts

Job Purpose

Under the general direction of the Deputy Solicitor General, Commercial Affairs Division, the 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 and 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 Law 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, International Project Financing, International Trade Financing and International Economic Law;
- 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;
- Assist the Litigation Division in the preparation and presentation of commercial matters in Court and at the Industrial Disputes Tribunal;
- Vets and comments on Cabinet Submissions, Bills and draft legislation relating to Commercial Law matters; and
- Represents the Government at Arbitration Hearings.

Administrative:

- Assigns such matters as the Deputy Solicitor General and Senior Assistant Attorney General may require;
- 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, where required, work of junior attorneys; and
- Attend Divisional meetings and perform such other administrative functions as 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 lead
- Sound research skills
- Excellent negotiating skills
- Excellent presentation skills
- Ability to analyze and interpret legal documents
- Ability and willingness to undertake administrative tasks
- 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 eight (8) years relevant working experience);
- Certificate in Legal Education;
- Significant experience in the handling of complex commercial matters will be an asset.

3. Crown Counsel (JLG/LO 3)

Job Purpose

Under the general direction of the Deputy Solicitor General, the incumbent is responsible for providing advice on legal matters relating to the drafting and enactment of Government legislation.

Key Responsibilities

Technical:

- Advises Ministries, Departments and Agencies on a range of legal issues;
- Vets and comments on Cabinet Submissions, Bills and draft Regulations;
- Attends Committee Meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations and a range of other legal matters;
- Advises members of Parliament and Cabinet (including sub-Committees of Parliament and Cabinet) on a range of legal matters;
- Represents the Chambers on Working Groups to consider the enactment of legislation and the formulation of policy;
- Advises the Ministry of Local Government in respect of appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources and Conservation Authority Act;
- Advises on legal matters in relation to the Access to Information Act;
- Represents the Government on Appeals before the Access to Information Appeals Tribunal.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica
- Excellent analytical, problem solving and time management skills.
- Excellent communication skills (both written and oral)
- Sound research and analytical skills
- Ability to analyze and interpret legal documents
- Excellent interpersonal skills
- Sound knowledge of laws governing Access to Information
- Excellent presentation skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Three to four (3- 4) years post qualification experience as an Attorney-at-Law engaged in similar work.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd March, 2018 to:**

**Solicitor General
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.



M. Martinez (Mrs.)
for Chief Personnel Officer (acting)