



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)



**CIRCULAR No. 33**  
**OSC Ref. C.4468<sup>7</sup>**

28<sup>th</sup> 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 fill the vacant post of **Solicitor General (JLG/LO 7)** in the **Attorney General's Chambers**.

**Job Purpose**

The incumbent is accountable for providing advice and guidance on legal matters relating to the drafting and enactment of Government Legislation and the strategic leadership and management of the Attorney General's Chambers for the delivery of centralized Government Legal services.

**Key Responsibilities**

***Leadership and Management:***

- Leads and oversees the development and implementation of the Chambers' Strategic Plan, performance objectives and standards;
- Leads and oversees the development and co-ordination of strategies to improve the delivery of Government legal services and addresses the delivery gaps and vulnerabilities in the capacity and capability of the Attorney General's Chambers;
- Oversees the development and implementation of operational processes and procedures to ensure consistency in the delivery of legal services provided by a Headquarters Division of Legal Subject Matter Specialists and a network of Legal Service Units collocated with client Ministries;
- Leads the negotiation, development, implementation and evaluation of Memoranda of Understanding (service agreements) with client Ministries for the provision of legal services and performance standards and for the support provided by the Ministry to the collocated Legal Service Units;
- Establishes and manages a network of senior level relationships with the Permanent Secretary community in order to collaboratively meet client needs, identify emerging trends across Government to achieve the objectives of the Government and the Chambers;
- Leads and oversees Deputy Solicitor Generals, Directors and Senior Counsel, providing legal advice and guidance of all Legal work in assigned organization(s), including guidance on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for senior officials;
- Monitors and evaluates performance, resolves performance issues and supports career development of the senior management team;
- Leads various inter-Ministry Committees aimed at promoting and achieving the objectives of the Attorney General's Chambers;
- Represents the Attorney General at official functions and events, when requested;
- Represents the Government of Jamaica at conferences, seminars and workshops, both nationally and internationally, from time to time;
- Represents the Government of Jamaica on the Boards and Panels of Local and International organizations;
- Manages the staff in the Attorney General's Office.

***Technical:***

- Provides legal representation to Ministers of Government and various functionaries and Departments of Central Government in the United Kingdom Privy Council, Caribbean Court of Justice, the Court of Appeal, Supreme Court and supervising personnel who represent these persons in the Parish Courts Courts;
- Advises the Governor-General, Cabinet, Parliament, the Attorney General, Permanent Secretaries and their respective Departments on the legal implications of policy as enunciated by Cabinet;
- Advises the Cabinet, the Governor General, Parliament and all Ministries, Ministers of Government, the Attorney General, Permanent Secretaries and their respective

Departments and functionaries on the legal effect of the Constitution, Statutes, Subsidiary Legislation and International Conventions and Agreements as they affect these bodies from time to time;

- Provides representation to Central Government, Statutory Bodies and Government companies before Domestic and International Arbitration proceedings;
- Provides legal advice to various Statutory Bodies and Government companies;
- Monitors legal issues and judicial decisions and reviews legal risk assessments relating to major, complex, diverse and/or controversial issues having broad reaching impacts in order to identify trends, resolve complex issues, develop options and strategies, providing advice and guidance to the Attorney General and other Government officials as requested;
- Negotiates various agreements both domestic and international, which affects the Government and various Statutory bodies from time to time.

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

- **Leading People** - *The ability to design and implement strategies which maximize employees' potential, foster high ethical standards and a health work climate for employees:*
  - ✓ Create senior level teams to design and implement requirements for new systems and procedures;
  - ✓ Encourage reasonable and strategic risk taking;
  - ✓ Build accountability and value for people management within the managerial community;
  - ✓ Ensure the workforce has the capacity and diversity to meet current and future needs;
  - ✓ Maintain composure and show self-control in the face of significant challenge facing the organization.
- **Leading Change** - *ability to bring about strategic change, both within and outside the Chambers, to meet organization goals; setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change and facilitating implementation of successful change actions:*
  - ✓ Champion and lead organizational change and creates an environment that promotes and encourages change or innovation;
  - ✓ Develop strategies to manage the scope and pace of change;
  - ✓ Revise goals and plans to reflect changing priorities and conditions;
  - ✓ Make decisions, initiate urgent actions and remain calm in crisis situations;
  - ✓ Share and promote successful change efforts throughout the Ministry;
  - ✓ Personally, communicate clear vision of the broad impact of change.
- **Strategic Thinking** - *Understanding and processing complex information and exercising sound judgment, considering the situation, the issues, the key players and levels of government involved. Proposing course of action that further the objectives, priorities and vision of the Government of Jamaica:*
  - ✓ Manage macro-strategic issues;
  - ✓ Provide a shared vision for highly disparate perspectives that guides analysis and the development of proposals and positions;
  - ✓ Look beyond the horizon to identify new issues and to position the organization to address emerging trends (e.g., capitalize on trends or takes action before they escalate);
  - ✓ Demonstrate a profound understanding of the interface between the bureaucratic and political systems, and of broad, external trends (domestic and international), structures and relationships that affect, or have the potential to affect, outcomes or broad future directions;
  - ✓ Establish strategic performance measures.
- **Visioning and Alignment** - *Developing and inspiring commitment to a vision of success; supporting, promoting and ensuring alignment with the Chambers' vision and values:*
  - ✓ Formulate objectives and priorities and implement plans consistent with the long-term interest of the Government in a global environment;
  - ✓ Generate and communicate broad and compelling organizational direction, inspiring others to pursue that same direction;
  - ✓ Frame issues with a thorough understanding of the legislation and the role of the Attorney General's Chambers;

- ✓ Identify links between societal, economic trends, stakeholder concerns and the policy agenda.
- **Decision-Making and Problem Solving:** *Making decisions involving varied levels of risk and ambiguity. (Scale progression: increased complexity, breadth and impact):*
  - ✓ Make complex decisions for which there is no set procedure;
  - ✓ Consider a multiplicity of interrelated factors for which there is incomplete and contradictory information;
  - ✓ Balance competing priorities in reaching decisions;
  - ✓ Make high-risk strategic decisions that have significant consequences;
  - ✓ Use principles, values and sound legal understanding to make decisions;
  - ✓ Make decisions in a volatile environment in which the weight given to any factor can change rapidly;
  - ✓ Reach decisions assuredly in an environment of public scrutiny.
- **Technical Legal Skills**
  - ✓ Excellent knowledge of the Laws of Jamaica
  - ✓ Excellent knowledge of the functioning and machinery of Government
  - ✓ Able to research, analyze and interpret legal documents
  - ✓ Excellent Oral and Written Communication skills
  - ✓ Excellent Presentation skills
  - ✓ Proficiency in the use of relevant computer applications

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

- Master of Laws (LLM) Degree and ten (10) years senior legal experience; **or**
- Bachelor of Laws (LLB) Degree with relevant combination of academic qualifications and experience, i.e. at least twelve (12) years relevant working experience;
- Certificate in Legal Education.

#### **Special Conditions Associated with the Job**

- Will be required to work beyond normal Office hours;
- Will be required to travel locally and internationally.

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

**Chief Personnel Officer  
Office of the Services Commissions  
(Central Government)  
30 National Heroes Circle  
Kingston 4**

E-mail: [jmendez@osc.gov.jm](mailto:jmendez@osc.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.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer