



Office of the Services Commissions

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CIRCULAR No. 318 **OSC Ref. C. 4468⁸**

14th July, 2023

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 **Attorney General's Chambers (AGC)**:

1. **Assistant Crown Counsel (JLG/LO 2) - International Affairs Division**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Paralegal Officer (PLG/LS 4) – (3 posts)**, salary range \$1,984,305 - \$2,668,670 per annum.

1. Assistant Crown Counsel (JLG/LO 2)

Job Purpose

Under the general direction and management of the Deputy Solicitor-General, the Assistant Crown Counsel provides advice and guidance on a range of legal matters relating to the broad field of Public International Law to support the work of Ministries, Departments and Agencies (MDAs).

Key Responsibilities

Technical/Professional:

- Provides legal advice to Government, Departments and Statutory Bodies on issues of an international legal nature;
- Represents the Government at International Organizations of which Jamaica is a member, e.g. the Caribbean Community (CARICOM);
- Negotiates and prepares Multilateral and Bilateral International Agreements and Treaties on a range of issues including but not limited to mutual legal assistance, Human Trafficking and law of the sea;
- Provides legal advice on international and regional trade issues arising under various agreements, e.g. ACHR, UNESCO and the CSME;
- Provides legal advice on the implications of international and regional trade issues and its impact on National Trade Policy;
- Provides legal advice on domestic legislation required to implement international obligations and also on Jamaica's commitments/obligations under the various international agreement to which it is signatory;
- Represents the Chambers/Jamaica at national, regional and international meetings and/or workshops as required.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research and analytical skills
- Sound knowledge of the Laws of Jamaica and the broad field of law or practice relating to International Affairs
- Knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs

- Excellent knowledge of the English legal system and the legal framework of Government
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- Understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Sound IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate;
- Education and/or experience in international law would be an asset.

2. Paralegal Officer (JLG/LS 4) – 3 posts

Job Purpose

Under the general direction of the Director, Human Management, the Paralegal Officer is responsible for providing administrative legal support to the AGC. The Paralegal Officer is also responsible for creating and maintaining support systems and processes which assist the work of the Legal Officers.

Key Responsibilities

Technical/Professional:

- Assists in the preparation of legal documents, under the guidance of the Legal Officers;
- Conducts research into legislation and other sources of law as directed;
- Researches, gathers and analyzes research data inclusive of statutes, legal articles, and relevant documents for review by the Legal Officers;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers where necessary;
- Processes general inquiries and requests as directed;
- Liaises on an on-going basis with key stakeholders i.e., Attorneys and other parties in facilitating review or development of legal documents.

Required Knowledge, Skills, and Competencies

- Good interpersonal and teamwork skills
- Good oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and initiative
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Minimum Four (4) CSEC subjects including English Language;
- Diploma in Paralegal Studies;
- Three (3) years' experience in a law office or legal environment.

Applications accompanied by résumés should be submitted **no later than Thursday, 27th July, 2023 to:**

Senior Director, Corporate Services
Attorney General's Chambers
Ministry of Justice Building
13 Hillcrest Avenue
Kingston 6

Email: hrm@agc.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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