



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 14**

### **OSC Ref. C.6272<sup>19</sup>**

**19<sup>th</sup> January, 2026**

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 **Assistant Crown Counsel (JLG/LO 2) – (Not Vacant)** in the **Legal Services Unit, Office of Prime Minister**, salary range \$5,198,035 - \$6,990,779 per annum.

#### **Job Purpose**

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Crown Counsel provides advice and guidance on a range of legal matters to support the work of the Ministry.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Researches and drafts Legal Advice and Opinions on laws/regulations, proposed policies, programmes and general issues of the Ministry and its Subjects;
- Assists in the drafting, review or preparation of contracts, agreements or Memoranda of Understanding;
- Reviews/Undertakes additional research and prepares draft comments on Cabinet Submissions that are submitted to the Ministry, for comments;
- Prepares correspondence, participates in meetings, responds to queries and generally assists the Senior Legal Officers in relation to matters of cooperation between Legal Units in various Ministry's, Departments and Agencies;
- Researches and provides written or oral briefs to key stakeholder in the Ministry, on relevant legal aspects of policy or comparative legal positions in other relevant jurisdictions, to assist in policy or legislative development;
- Assists in organizing meetings of the Ministry's Legislative Committee;
- Manages the maintenance of the records and Minutes of such meetings and the dissemination of the Minutes to Committee Members;
- Follows up with Committee Members from the various Divisions and Departments/Subjects of the Ministry to gather and collate the legislative items for action;
- Assists in the management and updating of the files relating to items on the annual Legislative Programme and preparing the quarterly updates on the progress made in the Programme;
- Drafts or vets legal documentations to be used for official purposes;
- Remains current on GOJ policies/initiatives, in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC'S initiatives.

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

##### ***Core:***

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning and organizing skills

- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

***Technical:***

- Good legal research and analytical skills
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and Legislative Affairs
- Good knowledge of the English Legal System and the legal framework of Government
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ
- 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
- Good problem solving and negotiation/facilitation skills and experience
- Ability to create commitment to a strong and consistent customer service philosophy
- Advanced 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;
- Certificate in Legal Education.

**Special Conditions Associated with the Job**

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally, to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Friday, 30<sup>th</sup> January, 2026, to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Cabinet  
1 Devon Road  
Kingston 10**

**E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)**

**Kindly indicate the job title of interest in your Application Letter/Email.**

**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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**