



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 24**

**OSC Ref. C.5166<sup>8</sup>**

**29<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 fill the **vacant post of Senior Assistant Attorney General (JLG/LO 5), Legal Services, Office of the Services Commissions (Central Government)**, salary range \$9,401,821 - \$12,664,404 per annum.

#### **Job Purpose**

Under the general direction of the Chief Personnel Officer (CPO), the incumbent is to facilitate the provision of legal expertise to the OSC and Ministries, Departments and Agencies (MDAs) with respect to the preparation of cases for adjudication, and the provision of legal advice and support to the Office of the Services Commissions programme. This involves providing leadership and management in coordinating the development of legislative regulations, frameworks, policies, etc; representing the OSC in all legal disputes and making referrals to the Attorney General's Chambers and Office of the Director of Public Prosecutions when required; and collaborating with the Legal Units in MDAs, to ensure that the OSC's interests, rights and obligations are expeditiously discharged in accordance with the relevant guidelines, regulations and laws.

The incumbent will also plan, direct, coordinate and monitor the activities of the Legal Services Unit, by providing internal advice for the four (4) Secretariats concerning discipline, retirement, appointments, termination, constitutional issues and other related matters associated with the job, in order to ensure that its objectives and targets are achieved in accordance with the strategic direction of the OSC.

#### **Key Responsibilities**

##### ***Management/Administration:***

- Prepares the Unit's Operational Plan and Budget, ensuring their alignment with the strategic objectives and priority programmes for the Office;
- Provides legal advice to the Public Service Commission, Police/Judicial Service Commission and the Local Government Service Commission and other relevant personnel;
- Develops, implements, and maintains policies and procedures to guide the operations of the Unit;
- Participates and submits performance and other reports, as required, and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Office's activities and interprets and advises on its implications.

##### ***Technical:***

- Prepares technical Briefs for the Office, as required;
- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Office;
- Prepares written opinions and advice on the range of complex legal matters impacting the Office;
- Provides legal support to the Office in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Prepares, reviews and amends legal documents or instructions required by the Office;
- Prepares legal Briefs to the Solicitor-General through the Chief Personnel Officer to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Reviews material to be provided by the Office in response to queries by the Integrity Commission, Requests under the ATI Act, Appeals under the ATI Act, and other appeals;
- Follows up and provides updates on legal matters and attends Hearings on behalf of the Office;
- Prepares Orders for the signature of the Office, ensuring all necessary/required consultations and Cabinet Submissions are done, and co-ordinates the Gazetting of the Orders;

- Reviews and advises on legal implications of internal policies and procedures;
- Represents the Office by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Office has an interest;
- 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;
- Keeps abreast of international conventions related to the Office's activities and interprets and advises on its implications;
- Performs such other related legal services as may be determined by the Chief Personnel Officer and the assigned Deputy Solicitor-General from time to time.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommendations, and measures to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Develops and implements a succession planning programme for the Unit, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit, in collaboration with the Human Resource Management and Development Unit;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Unit's and Office's goals;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent interpersonal teambuilding skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong 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
- Strong personal integrity and ethics

***Technical:***

Excellent legal research and analytical skills

- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the Office of the Services Commissions
- Excellent knowledge of the legal system and the legal framework of the Government
- Ability to analyse and interpret changes in the economic, political, and social environment and the legal implications to the operations of the Office
- 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
- Negotiation/facilitation skills and experience
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ
- Energy and resilience: the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity, and change

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

- Bachelor of Laws Degree;
- Legal Education Certificate;
- Eight (8) years of experience as a practicing Attorney in the Private or Public Sector, at least three (3) years of which should be in the Public Sector.

### **Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software, with the possibility of being able to work off-site with appropriate approvals;
- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure on occasions;
- Extended hours may be required to meet deadlines;
- May be required to travel locally and internationally on work related matters.

### **Special Condition Associated with the Job**

- Settle legal opinions under the guidance of the Attorney General's Chambers;
- Recommends disciplinary action in keeping with human resources policies and procedures;
- Recommends leave;
- Recommends staffing arrangements.

Applications accompanied by résumés should be submitted **no later than Friday 6<sup>th</sup> February, 2026 to:**

**Director  
Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4**

**Email: [hrm@osc.gov.jm](mailto:hrm@osc.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.**



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