



CIRCULAR No. 19
OSC Ref. C. 4468⁸

26th 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 following vacant posts in the **Attorney General's Chambers (AGC)**:

1. **Senior Assistant Attorney-General (JLG/LO 5) – Constitutional and Legislative Affairs Division**, salary range \$9,401,821 to \$12,644,404 per annum.
2. **Senior Assistant Attorney-General (JLG/LO 5) – Commercial Affairs Division**, salary range \$9,401,821 to \$12,644,404 per annum.
3. **Assistant Attorney-General (JLG/LO 4) – Commercial Affairs Division**, salary range \$7,716,512 to \$10,377,851 per annum.
4. **Assistant Attorney-General (JLG/LO 4) – Constitutional and Legislative Affairs Division**, salary range \$7,716,512 to \$10,377,851 per annum.
5. **Crown Counsel (JLG/LO 3) – (3 posts) - Commercial Affairs Division**, salary range \$6,333,301 to \$8,517,586 per annum.
6. **Crown Counsel (JLG/LO 3) – International Affairs Division**, salary range \$6,333,301 to \$8,517,586 per annum.
7. **Crown Counsel (JLG/LO 3) – Constitutional & Legislative Affairs Division**, salary range \$6,333,301 to \$8,517,586 per annum.
8. **Assistant Crown Counsel (JLG LO 2) – (3 posts) - Litigation and State Proceedings Division**, Salary range \$5,198,035 to \$6,990,779 per annum.
9. **Assistant Crown Counsel (JLG LO 2) - International Affairs Division**, salary range \$5,198,035 to \$6,990,779 per annum.

1. **Senior Assistant Attorney-General (JLG/LO 5) - Constitutional and Legislative Affairs Division**

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General (Constitutional and Legislative Affairs Division) the Senior Assistant Attorney-General is responsible for:

- i. providing advice and guidance on a wide range of legal matters relating to Constitutional and Administrative law to MDAs;
- ii. managing the process for reviewing and providing advice on legislative Cabinet Submissions and Draft Legislation submitted by MDAs;
- iii. oversight of the work of Legal Service Units assigned to the Division.

Key Responsibilities

Technical:

- Conducts research, prepares and renders legal opinions to MDAs on a wide range of constitutional law matters;
- Advises Ministries, Departments and Agencies on a range of legal issues;
- Reviews 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.
- Prepares and vets legal Opinions;
- Instructs the Litigation Division in the preparation of constitutional matters for Court;
- Reviews escalated legal matters from direct reports and provide remedies/solutions, where applicable;
- Responds to queries or provide information as necessary or required;
- 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 initiatives.

Management/Administrative:

Oversees the work and resources of the Division and a portfolio of assigned LSUs by:

- i. Developing and managing Division's operational, human and financial resource plans and activities;
- ii. Strategic planning to determine nature and scope of legal services required and subsequent development of appropriate delivery processes;
- iii. Establishing and managing a network of senior level relationships with client Ministries to work collaboratively to meet client needs and achieve AGC objectives;
- iv. Provide legal advice and guidance of all legal work including guidance on all high level legal issues and opinions prepared for senior officials;
- v. Monitoring and evaluating performance, resolving performance issues and supporting career development of direct reports;
- Contributes to the development of the Division's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the coordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On boarding Programme;
- Contributes and maintains in a harmonious working environment.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent communication 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

Technical:

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional Law and Administrative Law;

- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC and assigned LSUs;
- Excellent 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;
- Problem solving and 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;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- 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
- Legal Education Certificate
- Eight (8) years experience at the Bar.

2. Senior Assistant Attorney-General (JLG/LO 5) - Commercial Affairs Division

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General (Commercial Affairs Division) the Assistant Attorney-General is responsible for:

- i. providing advice and guidance on a wide range of legal matters relating to Commercial Law and International Financial Law to MDAs;
- ii. providing advice on legal matters relating to the drafting and enactment of Government Legislation to manage and regulate commercial transactions;

Key Responsibilities

Technical:

- Issues opinions and advises Ministries, Departments, Agencies and Government Companies on commercial matters
- Represents the Government in negotiating commercial transactions
- Advises on the sale/divestment and acquisition of government assets
- Review commercial agreements and other commercial documents
- Negotiates settlements
- Review loan agreements
- Represents the Government at meetings on Boards and other Bodies

Management/Administrative:

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Contributes to teambuilding exercises for the Division;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and other documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources

- Participates in the evaluation and monitoring of staff performance
- Participates in the coordination of Work Plans;
- Participates in the recruitment and training of staff of the Unit;

- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On Boarding Programme;
- Contributes and maintains a harmonious working environment.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning, organizing and time management skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Commercial Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry;
- 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;
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment;
- 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;
- Legal Education Certificate;
- Eight (8) years' experience at the Bar.

3. Assistant Attorney-General (JLG/LO 4) - Commercial Affairs Division

Job Purpose

Under the general direction and leadership of the Deputy Solicitor-General (Commercial Affairs Division), the Assistant Attorney-General is responsible for:

- i. providing advice and guidance on a wide range of legal matters relating to Commercial Law and International Financial Law to MDAs;
- ii. providing advice on legal matters relating to the drafting and enactment of Government legislation to manage and regulate commercial transactions;

Key Responsibilities

Technical/Professional

- Issues opinions and advises Ministries, Departments and Agencies and Government Companies on commercial matters

- Represents the Government in negotiating commercial transactions
- Advises on the sale/divestment and acquisition of Government Assets
- Reviews commercial agreements and other commercial documents
- Negotiates settlements
- Reviews loan agreements
- Represents the Government at meetings on Boards and other Bodies

Management/Administrative

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Contributes to teambuilding exercises for the Division;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and other documents as required;
- Prepares and delivers legal presentations as needed.

Human Resources

- Participates in the evaluation and monitoring of staff performance
- Participates in the co-ordination of Work Plans;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On boarding Programme;
- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time by the DSG and respective senior executives in the AGC.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Sound leadership skills
- Strong customer relations skills
- Excellent planning, organizing and time management skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Commercial Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry;
- 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;
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment;
- 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;

- Legal Education Certificate;
- Five (5) years experience at the Bar

4. Assistant Attorney-General (JLG/LO 4) - Constitutional and Legislative Affairs Division

Job Purpose

Under the general direction of the Deputy Solicitor-General, Constitutional and Legislative Affairs, the incumbent is responsible for providing legal advice to various Government Ministries, Departments and Agencies (MDAs) on a wide range of legal matters.

Key Responsibilities

Technical/Professional

- Advises Ministries, Departments and Agencies on a range of legal issues relating to legislative matters including Cabinet Submissions, Bills, draft Regulations and Green Papers;
- Attends committee meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations;
- Advises members of Parliament on draft legislation and other legal matters;
- Represents the Chambers on Working Groups to consider the enactment of legislation and the formulation of policy;
- Represents MDAs before the Access to Information Appeal Tribunal;
- Advises the Responsible Minister and Appeal Tribunal in respect of planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act;
- Provides legal advice of a more general nature to Committees of Cabinet, and MDAs.
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provide information, as necessary or required;

Management/Administrative

- Contributes to the development of the Division's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the coordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On boarding Programme;
- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent communication 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

Technical:

- Excellent legal research and analytical skills;

- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and Legislative Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry;
- Excellent 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;
- Problem solving and 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;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- 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);
- Legal Education Certificate;
- Five (5) years' experience at the Bar.

5. Crown Counsel (JLG LO 3) - Commercial Affairs Division

Job Purpose

Under the general direction and management of the Deputy Solicitor-General (DSG), the Crown Counsel provides advice and guidance on a range of Commercial Law matters to Ministries, Departments, Agencies and Government Companies, including:

- i. providing advice and guidance on a wide range of legal matters relating to International Financial law;
- ii. providing advice on legal matters relating to the drafting and enactment of legislation relating to commercial matters;
- iii. representing the Government in court on commercial matters.

Key Responsibilities

Technical/Professional

- Issues opinions and advises Ministries, Departments, Agencies and Government Companies on commercial matters
- Represents the Government in negotiating commercial transactions
- Advises on the sale/divestment and acquisition of Government Assets
- Reviews commercial agreements and other commercial documents
- Negotiates settlements
- Reviews loan agreements
- Represents the Government at meetings on Boards and other Bodies
- Conducts a range of legal research to provide legal guidance
- Prepares legal opinions relating to Commercial Law;

Management/Administrative

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Contributes to teambuilding exercises for the Division
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and project documents, as required;

- Prepares and delivers legal presentations, as needed.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time by the Deputy Solicitor-General and respective senior executives in the AGC.

Required Knowledge, Skills, and Competencies

Core

- Good interpersonal and teamwork skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Sound planning, organizing and time management skill
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good legal research and analytical skills;
- Sound knowledge of the Laws of Jamaica and the broad field of law or practice relating to Commercial matters;
- Sound knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs;
- Sound 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;
- A good 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 Degree (LLB);
- Legal Education Certificate;
- Three (3) years' experience at the Bar

6. Crown Counsel (JLG LO 3) - International Affairs Division

Job Purpose

Under the general direction and management of the Deputy Solicitor-General, the 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

- Providing legal advice to Government Departments and Statutory Bodies on issues of an international legal nature
- Representing the Government at international organizations of which Jamaica is a member, e.g. the Caribbean Community (CARICOM)
- Negotiating and preparing 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
- Providing legal advice on international and regional trade issues arising under various agreements, e.g. ACHR, UNESCO and the CSME.
- Providing legal advice on the implications of international and regional trade issues and its impact on National Trade Policy

- Providing 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
- Representing the Chambers/Jamaica at national, regional and international meetings and/or workshops, as required.

Management/Administrative

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and teamwork skills
- Excellent communication skills
- Strong analytical and problem-solving 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

Technical:

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Highly developed 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;
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ;
- 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;
- Legal Education Certificate
- Three (3) years' experience at the Bar.
- Education and/or experience in international law would be an asset.

7. Crown Counsel (JLG LO 3) – Constitutional and Legislative Affairs

Job Purpose

Under the general direction and management of the Deputy Solicitor-General, the incumbent is responsible for providing advice to Ministries, Departments and Agencies on a wide range of legal matters relating to the Constitution of Jamaica, the enactment of legislation and appearing as Counsel before Tribunals and other administrative bodies.

Key Responsibility

Technical/Professional

- Advises Ministries, Departments and Agencies (MDAs) on a range of legal issues relating to Constitutional and legislative matters;
- Conducts legal research to provide legal guidance and support to MDAs, Technical Working Groups and Parliamentary Committees;
- Prepares written opinions on a range of legal matters impacting MDAs;
- Reviews and comments on Cabinet Submissions, Bills and draft Regulations or draft policy papers submitted by MDAs;
- Prepares briefs for the review of the Deputy Solicitor-General for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Submissions relating to legislation;
- Attends subcommittee meetings of Cabinet considering legislative Submissions;
- Attends sittings of Parliament and Parliamentary Committees considering Bills, draft Regulations and other legal matters;
- Provides legal advice to Parliament and Committees thereof on a range of legal issues;
- Represents the AGC on Working Groups considering the enactment of legislation and reviewing the related policy.
- Represents the Government on Appeals before the Access to Information Appeals Tribunal and other Tribunals and administrative bodies;
- Advises the responsible Minister and the Appeal Tribunal in respect of planning, development and environmental appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources Conservation Act;
- Responds to queries or provide information as necessary or required;
- Follows-up and provides updates on assigned legal matters;
- Recommends remedies to rectify identified deficiencies and breaches;
- 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 initiatives

Administrative

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports, performance reports and other documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources

- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time by the Deputy Solicitor-General and respective senior executives in the Division.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Good leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Good judgement and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Administrative and Constitutional Law;
- Highly developed 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;
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

Minimum Required Education and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

8. Assistant Crown Counsel (JLG LO 2) – Litigation and State Proceedings Division**Job Purpose**

Under the general direction and leadership of the Deputy Solicitor-General – Litigation, the Assistant Crown Counsel works with MDAs and LSU's by providing support in identifying, investigating, negotiating and litigating a range of legal matters.

Key Responsibility***Technical/Professional:***

- Advocates in the Courts of Jamaica by employing knowledge of the law, relevant documentation and examples of relevant case law in arguing the GOJ's case;
- Files documents initiating legal proceedings in the Supreme Court and/or Parish Court on behalf of the Director of State Proceedings;
- Interviews witnesses, records preliminary statements from witnesses, review documents, interviews clients
- Writes for instructions and follows-up on matters relating to investigation of claims;
- Collaborates with key stakeholders to investigate allegations and formulates responses to the claimant's complaint;
- Drafts and files with the Courts of Jamaica various pleadings and motions;
- Formulates skeleton arguments and strategy for a range of cases;
- Attends Case Management conferences/meetings to fully understand all issues and provide timetable for the events leading up to the trial and related matters;
- Engages in mediation discussions to eliminate/minimize the risk and cost of going to trial;
- Negotiates settlements and settles claims;
- Reviews and critiques opinion-based evidence drawn from subject matter experts;
- Advises, consults with, and briefs the Deputy Solicitor-General and Senior Assistant Attorney General, et al., on the status of all assigned cases;
- Helps to coordinate the preparation and litigation assignments of paralegals and administrative staff;
- 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 initiatives.

Management/Administrative

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Maintains customer service principles, standards and measurements;
- Prepares reports and project documents, as required;
- Prepares and delivers legal presentations, as needed.

Human Resources

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills, and Competencies

Core

- Excellent interpersonal and teamwork skills
- Excellent 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

- Good legal research and analytical skills;
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Advocacy and Litigation;
- 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;
- 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 Education and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate

9. Assistant Crown Counsel (JLG LO 2) - International Affairs Division

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 Responsibility

Technical/Professional:

- Providing legal advice to Government Departments and Statutory Bodies on issues of an international legal nature
- Representing the Government at international organizations of which Jamaica is a member, e.g. the Caribbean Community (CARICOM)

- Negotiating and preparing 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
- Providing legal advice on international and regional trade issues arising under various agreements, e.g. ACHR, UNESCO and the CSME.
- Providing legal advice on the implications of international and regional trade issues and its impact on national trade policy
- Providing 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
- Representing 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 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 Education and Experience

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

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

**Director, Human Resource Management and Development
Attorney General's Chambers
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.



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