



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
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 90 **OSC Ref. C. 4468⁸**

4th May, 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 **Crown Counsel (JLG LO 3)** in the **General Legal Affairs Division, Attorney General's Chambers**, salary: \$6,333,301 per annum.

Job Purpose

Under the general direction and management of the Deputy Solicitor-General, the Crown Counsel is responsible for providing high quality general legal advice to various Government Departments, Ministries and Agencies (MDAs).

Key Responsibilities

Technical/Professional:

- Prepares and renders sundry legal opinions to Governments Departments, Statutory Bodies and Public Companies, on a myriad of legal issues;
- Interprets Statutes;
- Negotiates settlements;
- Attends meetings
- Vets and drafts contracts;
- Conducts a range of legal research and provides legal advice;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical skills
- Strong client relations skills
- Excellent planning and organizing skills
- Excellent time management skills
- Ability to complete assigned tasks in a timely manner
- Ability to cope with heavy workloads, whilst maintaining accuracy
- Ability to interpret and apply legislation and precedent
- 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 General Legal Advice
- Knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ
- Sound knowledge of the common law legal system and the legal framework of Government
- Problem solving and negotiation/facilitation skills and experience
- Sound understanding of the machinery of Government, including particularly, the Jamaican context and the current challenges facing the GOJ
- Ability to commit to a strong and consistent client service philosophy

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- 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;
- 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, 15th May, 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)**