



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 174** **OSC Ref. C. 6608<sup>8</sup>**

**10<sup>th</sup> September, 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 **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Senior Assistant Attorney General (JLG/LO 5) - Legal Services Division**, salary: \$9,401,821 per annum.
2. **Senior Technical Coordinator (GMG/SEG 3) - Executive Office**, salary: \$5,198,035 per annum.

#### **1. Senior Assistant Attorney General (JLG/LO 5)**

##### **Job Purpose**

Under the general direction of the Permanent Secretary, the Senior Assistant Attorney General coordinates the legislation programme as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their strategic objectives. The Senior Assistant Attorney General is also responsible for the day-to-day operations of the Legal Service Division.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Contributes to the development of the Ministry's Strategic Objectives, Operational Plans and Budget;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of Individual Work Plans, recommends performance targets for direct reports and facilitates the timely and accurate completion of staff Performance Appraisals;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies to improve performance of direct reports;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

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

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and drafting Instructions in respect of items on the Legislative Programme;
- Provides legal support to the Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares Legal Briefs to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the Attorney General's Department;
- Prepares Briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Responds to queries or provide information as necessary or required;

- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law;
- Represents the Ministry by participating on Inter-Ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- 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 Attorney General's Department 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 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 Public Law and Public International Law;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the Ministry and its Agencies;
- Excellent knowledge of the 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 Ministry;
- 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;
- 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
- Training in Supervisory Management/Human Resource Management
- At least eight (8) years' experience as a practicing Attorney in the Private or Public Sector, at least three (3) years of which should be in the Public Sector.

## **2. Senior Technical Coordinator (GMG/SEG 3)**

### **Job Purpose**

Under the general supervision of the Permanent Secretary, the Senior Technical Coordinator will provide high level technical and operational support with a view to enhancing the efficiency and effectiveness of the Ministry's mandate and strategic objectives. This includes stakeholder management, monitoring and coordinating the progress of policy proposals, and contributing to the development of strategic plans and matters assigned to the Permanent Secretary.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office.
- Prepares the annual budget for the Executive Office.
- Coordinates the preparation of all performance reports and reviewed for the attention of the Permanent Secretary.
- Reviews and assesses the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated.
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office.
- Guides the development, implementation and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Permanent Secretary's Office.
- Manages all administrative matters for the Office and makes recommendations for improvements as may be required.
- Prioritizes conflicting needs, ensuring that they are handled expeditiously and are followed through to successful completion.
- Facilitates the coordination of senior and other management team meetings.
- Coordinates the smooth operation of the office in the absence of the Permanent Secretary.
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions), as required.

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

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry.
- Monitors responses to Queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in the MCGES, its portfolio agencies and ensures the provision of prompt and accurate information and data.
- Provides assistance with the monitoring of responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Minister are provided with accurate information.
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed.
- Provides assistance with examining and assuring the quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies.
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary.
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies.
- Examines and quality assures documents prepared by MDAs for the signature of the Minister.
- Advises the Permanent Secretary on policy development in response to requests, instructions, emerging trends and/or observations of deficiencies in existing policies and provides the relevant recommendations.
- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required. Responds to queries by analyzing reports and preparing responses accordingly.
- Examines and assures quality of submissions to the Cabinet Office on behalf of the Ministry & its portfolio Agencies.

- Routes and obtains timely responses to requests to MDAs for comments, reports, and briefs for the attention of the Minister.
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions.
- Participates in the preparation for visits by regional and international Heads of State and other official events as required at the level of the Ministry.
- Prepares speeches and speaking notes as requested by the Permanent Secretary.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary.
- Responds generally to the demands of the Office of the Permanent Secretary.

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

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

- Oral and communication skills
- Strategic Vision
- Analytical thinking
- Judgement, problem solving and decision making
- Planning and organizing
- Teamwork and cooperation
- Initiative
- Interpersonal skills
- Leadership
- People Management
- Managing External Relationships
- Compliance
- Confidentiality

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

- Sound knowledge of the functions of the Ministry and its entities
- Sound Knowledge of the Official Secrets Act, Public Services Regulation, the Staff Orders for the Public Service and the Access to Information Act and other Government of Jamaica (GoJ) policies and procedures
- Sound Knowledge of GoJ Protocol and Budget Processes
- In-depth, up-to-date knowledge of the government's priorities
- Knowledge of international best practices
- Excellent research and consultation skills
- Good knowledge of operations in Government
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems for research, data analysis and presentation

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

- Undergraduate Degree in Public Administration/Management Studies/Public Sector Management or any other related field from a recognized tertiary institution
- Training in Writing Effective Cabinet Submission/Report Writing
- Training in Human Resource Management/Supervisory Management
- Certificate in Project Management would be an asset
- Minimum of seven (7) years' related experience

### **Special Conditions Associated with the Job**

- Typical office environment, no adverse working conditions
- There can be high pressure when deadlines are to be met.
- Travelling within and external to Jamaica is expected.
- Extended working hours are expected as well as working on weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Wednesday, 23<sup>rd</sup> September, 2026 to:**

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

**Email: [careeropportunities@mcges.gov.jm](mailto:careeropportunities@mcges.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 read 'M. Greene', with a long horizontal stroke extending to the right.

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