



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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2nd October, 2018

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/fill the following posts in the **Attorney General's Chambers**:

- 1. Senior Assistant Attorney General (JLG/LO 5) – Commercial Affairs Division – (Not Vacant)**, salary range \$3,615,620 - \$4,297,836 per annum and any allowance(s) attached to the post.
- 2. Assistant Attorney General (JLG/LO 4) – Commercial Affairs Division – (Not Vacant)**, salary range \$3,011,580 - \$ 3,579,823 per annum and any allowance(s) attached to the post.
- 3. Assistant Attorney General (JLG/LO 4) – Litigation Division – (Not Vacant)**, salary range \$3,011,580 - \$3,579,823 per annum and any allowance(s) attached to the post.
- 4. Crown Counsel (JLG/LO 3) – Litigation Division – (3 Posts: 1 Vacant; 2 Not Vacant)**, salary range \$2,508,452 - \$2,981,761 per annum and any allowance(s) attached to the post.
- 5. Crown Counsel (JLG/LO 3) – International Affairs Division – (Vacant)**, salary range \$2,508,452 - \$2,981,761 per annum and any allowance(s) attached to the post.

1. Senior Assistant Attorney General (JLG/LO 5) – Commercial Affairs Division

Job Purpose

Under the general direction of the Deputy Solicitor General, Commercial Affairs Division, the Senior Assistant Attorney General will be responsible for providing legal advice to the Government of Jamaica (GoJ) (including Ministries, Departments and Agencies of the GoJ), Statutory Bodies and Government companies: delivering opinions on a variety of legal issues, assisting with Administrative tasks in the Division and the Chambers, assisting with the management of the Division and providing advice and guidance to junior Attorneys.

Technical:

- Advises Ministries, Departments and Agencies and other Public Bodies on a range of legal issues relating to Commercial Law including Law, of Contracts, Company Law, Labour Law, Sale of Goods, Commercial Arbitration, Competition Law, Intellectual Property, Procurement Law, Banking Law, Law of Credit and Security and Securities Documentation including Bills of Exchange and other negotiable instruments, Capital Markets Transactions, Public Private Partnerships and Privatisations, Mergers and, Acquisitions, Conveyancing, International Financial Law and, International Project Financing;
- Negotiates, drafts and vets Contracts and other transactional documents, as well as loans and other securities documentation;
- Prepares and vets legal opinions;
- Reviews Contracts and other documentation to ensure their legality and compliance with Government policy;
- Acts as Legal Advisor to the Government and other Public Bodies in the negotiation of loans from International Lending Agencies and in relation to major Commercial Agreements including Transnational Agreements relevant to the areas listed above;
- Assists the Litigation Division in the preparation of Commercial matters for Court and the Industrial Disputes Tribunal;
- Vets and comments on Cabinet Submissions, Bills and draft legislation relating to Commercial Law matters;
- Represents the Government at Arbitration Hearings.

Administrative:

- Assigns such matters as the Deputy Solicitor General may require;
- Assists with the management, supervision and evaluation of reporting staff in the Division;
- Assists with the implementation of projects and policies that facilitate the efficient operation of the Division and the development of Attorneys within the Chambers;
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Chambers;
- Vets work of junior Attorneys;
- Oversees various Departmental Committees aimed at promoting and achieving Departmental objectives;
- Sits on the Department's Executive Committee;
- Convenes and attends Divisional Meetings as requested;
- Performs any other Administrative functions as may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica
- Excellent Analytical, Problem Solving and Time Management skills.
- Excellent Written and Oral Communication skills
- Excellent Interpersonal and People Management skills
- Ability and willingness to lead
- Sound Research and Analytical skills
- Ability to analyze and interpret Legal documents
- Excellent Interpersonal skills
- Ability and willingness to undertake Administrative tasks
- Excellent Negotiating skills
- Excellent Presentation skills
- Proficiency in the use of relevant computer applications
- Ability to manage team of Attorneys

Minimum Required Qualification and Experience

- Bachelors of Laws (LLB) Degree with relevant combination of academic qualifications and experience (i.e. at least ten (10) years relevant working experience);
- Certificate in Legal Education.
- Significant experience in the handling of complex matters will be an asset.

Special Conditions Associated with the Job

- Work beyond normal Office hours;
- Required to travel (mainly locally) and attend meetings.

2. Assistant Attorney General (JLG/LO 4) – Commercial Affairs Division**Job Purpose**

Under the general direction of the Deputy Solicitor General, Commercial Affairs Division, the Assistant Attorney General will be responsible for providing legal advice to the Government of Jamaica (GoJ) (including Ministries, Departments and Agencies of the GoJ), Statutory Bodies and Government companies: delivering opinions on a variety of legal issues, assisting with Administrative tasks in the Division and the Chambers, assisting with the management of the Division and providing advice and guidance to Junior Attorneys.

Key Responsibilities***Technical:***

- Advises Ministries, Departments and Agencies and other Public bodies on a range of legal issues relating to Commercial Law including Law of Contracts, Company Law, Labour Law, Sale of Goods, Commercial Arbitration, Competition Law, Intellectual Property, Procurement Law, Banking Law, Law of Credit and Security and securities documentation including Bills of Exchange and other negotiable instruments, Capital

Markets Transactions, Public Private Partnerships and Privatisations, Mergers and Acquisitions, Conveyancing, International Financial Law, International Project Financing, International Trade Financing and International Economic Law;

- Negotiates, drafts and vets Contracts and other transactional documents as well as loans and other securities documentation;
- Prepares and vets legal opinions;
- Reviews Contracts and other documentation to ensure their legality and compliance with Government policy;
- Acts as Legal Advisor to the Government and other Public Bodies in the negotiation of loans from international lending agencies and in relation to major Commercial Agreements including Transnational Agreements relevant to the areas listed above;
- Assists the Litigation Division in the preparation and presentation of Commercial matters in court and at the Industrial Disputes Tribunal;
- Vets and comments on Cabinet Submissions, Bills and draft legislation relating to Commercial Law matters;
- Represents the Government at Arbitration Hearings.

Administrative:

- Assists with the implementation of projects and policies that facilitate the efficient operation of the Division and the development of Attorneys within the Chambers;
- Liaises with Ministries, Departments and other clients in relation to Legal matters referred to the Chambers;
- Vets, where required, work of junior Attorneys;
- Attends Divisional meetings;
- Performs such other administrative functions as assigned from time to time.
- Assigns matters as the Deputy Solicitor General and Senior Assistant Attorney General may require.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Laws of Jamaica
- Excellent Problem Solving and Time Management skills
- Excellent Written and Oral Communication skills
- Excellent Interpersonal and People Management skills
- Ability and willingness to lead
- Sound Research skills
- Ability to analyze and interpret Legal documents
- Ability and willingness to undertake Administrative tasks
- Excellent Negotiating skills
- Excellent Presentation skills
- Proficiency in the use of relevant Computer applications

Minimum Required Qualification and Experience

- Bachelors of Laws (LLB) Degree with relevant combination of academic qualifications and experience (i.e. at least six (6) years post qualification experience), five (5) of which should be relevant working experience;
- Certificate in Legal Education;
- Significant experience in the handling of complex commercial matters will be an asset.

Special Conditions Associated with the Job

- Work beyond normal Office hours;
- Required to travel (mainly locally) and to attend meetings.

3. Assistant Attorney General (JLG/LO 4) – Litigation Division

Job Purpose

Under the general direction of the Deputy Solicitor General, Litigation, the incumbent is responsible for providing advice to and representing the Government on Legal matters relating to Litigation proceedings and negotiating settlements.

Key Responsibilities

Technical:

- Initiates Legal proceedings in the Supreme Court on behalf of Ministries, Departments and Agencies of Government, as well as Statutory Bodies who seek the representation of the Attorney General's Chambers;
- Drafts Statements of Case and other Court Documents;
- Conducts all matters assigned, including appearing as Counsel in Court;
- Writes for instructions and follows-up matters relating to investigations of claims;
- Negotiates settlements and settles claims;
- Interviews witnesses and meets with clients;
- Writes opinions for various Ministries, Departments and Agencies of Government bodies, as well as Statutory Bodies who seek the representation of the Attorney General's Chambers;
- Prepares and attends mediation sessions.

Administrative:

- Leads a team in the Division, which includes:
 - ✓ Vetting memoranda of Law and draft Defences;
 - ✓ Providing advice and general direction and guidance to members of the team in respect of the team members' conduct of their own files;
 - ✓ Approving settlements for matters handled by team members, within determined settlement limits for the Team Leader;
 - ✓ Reviewing Court Advisories prepared by team members;
 - ✓ Holding and attending team meetings.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica
- Excellent Problem Solving and Time Management skills
- Excellent Written and Oral Communication skills
- Sound Research skills
- Ability to analyze and interpret Legal Documents
- Excellent Interpersonal skills
- Excellent Negotiating skills
- Excellent Presentation skills
- Good Advocacy skills
- Good Leadership skills
- Proficiency in the use of relevant Computer Applications

Minimum Required Qualification and Experience

- Bachelors of Laws (LLB) Degree;
- Certificate in Legal Education;
- Six (6) years post qualification experience, at least five (5) of which should be as an Attorney-At-Law engaged in the conduct of Litigation.

Special Conditions Associated with the Job

- Work beyond normal Office hours;
- Required to travel locally and at times, overseas.

4. Crown Counsel (JLG/LO 3) – Litigation Division

Job Purpose

Under the general direction of the Deputy Solicitor General, Litigation, the incumbent is responsible for providing advice and representing the Government on Legal matters relating to the Litigation proceedings.

Key Responsibilities

- Drafts pleadings and other Court Documents;
- Files Documents initiating Legal proceedings in the Supreme Court and Parish Courts on behalf of the Government;
- Prepares for and appears in Court;
- Writes for instructions and follows-up matters relating to investigations of claims;
- Negotiates settlements and settles claims;
- Interviews witnesses and meets with clients;
- Writes opinions for various Ministries, Agencies and Government Bodies.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Laws of Jamaica
- Excellent Problem Solving and Time Management skills.
- Excellent Written and Oral Communication skills
- Sound Research skills
- Ability to analyze and interpret Legal documents
- Excellent Interpersonal skills
- Excellent Negotiating skills
- Excellent Presentation skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Three to four (3-4) years post qualification experience as an Attorney-at-Law engaged in the conduct of Litigation.

Special Conditions Associated with the Job

- Work beyond normal Office hours;
- Required to travel (mainly locally) to the island's Parish Courts.

5. Crown Counsel (JLG/LO 3) - International Affairs Division**Job Purpose**

Under the general direction of the Deputy Solicitor General, the incumbent is responsible for providing Legal advice to the Government on matters of International Law.

Key Responsibilities

- Provides legal advice on a various aspects of International Law including Trade (WTO, CSM, FTAs), Environment, Human Rights, Air Policy and Law, Law of the Sea (Maritime Delimitation, International Seabed Authority), international security issues (extradition, mutual Legal assistance, drug/arms and Human Trafficking, Terrorism, Corruption) Intellectual Property Law, and the Law of International Organizations;
- Liaises with Ministries, Departments and Regional and International organizations in relation to various International Law matters;
- Vets and comments on Cabinet Submissions, Bills and draft legislation relating to International Law matters;
- Represents the Government on Local Committees, working groups and task forces and at overseas meetings of Regional and International organizations.

Required Knowledge, Skills and Competencies

- Sound knowledge of Domestic and International Laws
- Excellent Problem Solving and Time Management skills
- Excellent Written and Oral Communication skills
- Sound Research skills

- Ability to analyze and interpret Legal documents
- Excellent Interpersonal skills
- Excellent Negotiating skills
- Excellent Presentation skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Three to four (3-4) years post qualification which must be relevant which must be relevant to Key Responsibility Areas or Post-graduate study in areas of specialization within International Law;
- Postgraduate qualification in International Law would be an asset.

Special Condition Associated with the Job

- Required to travel (mainly overseas).

Applications accompanied by résumés should be submitted **no later than Tuesday, 16th October 2018 to:**

**Solicitor General
Attorney General's Chambers
2 Oxford Road (NCB Towers)
Kingston 5**

Email: hrm@agc.gov.jm

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**