



Office of the Services Commissions

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CIRCULAR No. 387 **OSC Ref. C. 4468⁸**

27th September, 2023

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 **Assistant Attorney-General (JLG/LO 4)** in the **Attorney General's Chambers (AGC)**, salary range \$6,820,273 - \$9,172,509 per annum.

Job Purpose

Under the general direction and leadership of the Attorney-General, the Assistant Attorney-General provides high-level technical legal advice and guidance on a range of legal matters to support the work of the Attorney-General in the strategic direction and management of the affairs of the Attorney-General's Chambers.

Key Responsibilities

- Conducts legal research to provide legal guidance and support to the Attorney-General's Chambers;
- Prepares written opinions and gives legal advice on a range of complex legal matters;
- Provides comments to the Attorney-General's Chambers regarding draft Cabinet Submissions, draft legislation and draft policy papers;
- Prepares, assists, reviews and amends legal documents or instruments as required by the Attorney-General's Chambers;
- Drafts or reviews agreements, contracts or Memoranda Of Understanding;
- Responds to queries or provide information as necessary or required;
- Follows-up and provides updates on legal matters;
- Represents the Attorney-General's Chambers in fora and regarding matters as requested and determined by the Attorney-General's Chambers;
- 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.

Required Knowledge, Skills and Competencies

- 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

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate;
- Five (5) years' experience at the Bar.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th October 2023 to:**

**Director, Human Resource Management
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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal line extending to the right from the end of the signature.

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