



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB ADVERTISEMENT

Applications are being invited from suitably qualified officers to fill the **vacant** posts of **Assistant Crown Counsel (JLG/LO 2 – Pay Band 9) (Two Posts)** within the Legal Services Division of this Ministry, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction and management of the Crown Counsel, the Assistant Crown Counsel assists with the provision of advice and guidance on a range of legal matters to support the work of Ministers and the Permanent Secretary in the strategic management of the Ministry.

Key Responsibilities

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;
- Contributes to the strategic planning process of the Division by assisting with the development of strategic/operational plans and budget;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching.

Technical/Professional:

- Conducts research on laws, regulations, proposed policies, programmes and general matters relevant to the Ministry and its affiliated Departments and Agencies;
- Assists in the drafting and review of contracts, agreements, Memoranda of Understanding (MOUs) and other legal instruments;
- Reviews and conducts additional research on Cabinet Submissions submitted to the Ministry for review;
- Responds to legal queries and provides guidance to Senior Paralegal Officers regarding legal cooperation among units in various Ministries, Departments, and Agencies;
- Conducts research and assists in drafting written or oral briefs to key stakeholders in the Ministry on relevant legal aspects of policy or comparative legal positions in relevant jurisdictions to support policy or legislative development;
- Follows-up with Committee members from various Divisions and Departments/Subjects within the Ministry to gather and collate legislative items for action;
- Assists in the preparation of quarterly reports and updates on the progress made in the Annual Legislative Programme;
- Drafts or vets legal documentations for official purposes;
- Stays informed on Government of Jamaica's (GoJ) policies/initiatives to contribute value and inform decision-making;
- Maintains professional competence and currency through self-directed professional reading, establishing professional contacts with colleagues, maintaining membership in professional organizations, and participating in the Ministry's initiatives.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Contributes to the welfare and development of staff in the Division;

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals;
- Contribute to the development and implementation of a succession planning framework in collaboration with the Human Resource Management and Development Branch through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/On-boarding programme.

Required Knowledge, Skills and Competencies

- Good legal research and analytical skills;
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- 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;
- Excellent interpersonal and teambuilding skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organising skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.
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Minimum Required Education and Experience

- Bachelor's degree in Law (LLB); and
- Legal Education Certificate.

Applications accompanied by résumés should be submitted **no later than October 17, 2024, to:**

Senior Director, Human Resource Management and Development
 Ministry of Economic Growth and Job Creation
 7th Floor, The Towers
 25 Dominica Drive
 Kingston 5

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.