



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB ADVERTISEMENT

Applications are being invited from suitably qualified officers to fill the **not-vacant** post of **Crown Counsel (JLG/LO 3 – Pay Band 10)** within the Legal Services Division of this Ministry, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides 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:

- Contributes to the development of the Legal Services Division Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with 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;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching.

Technical/Professional:

- Drafts legal advice and opinions on laws, regulations, proposed policies, programmes and general matters of the ministry and its subjects;
- Drafts and reviews contracts, agreements, Memoranda of Understanding (MOUs), and other legal instruments required by the Ministry and its subjects;
- Researches and prepares draft comments on Cabinet Submissions submitted to the Ministry for review;
- Drafts written or oral briefs to key stakeholders on legal aspects of policy or comparative legal positions for policy or legislative development;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of Minister's Briefs;
- Represents the Ministry on inter-ministerial committees or teams related to legislation or policy;
- Follows-up with Committee members of the Ministry to gather and collate legislative items for action;
- Prepares quarterly reports on the Annual Legislative Programme and updates the Senior Assistant Attorney General on the progress made, when necessary;
- Drafts or vets legal documentations for official purposes;
- Remains current on GoJ policies/initiatives and maintains professional competence through reading, professional contacts, and participating in relevant initiatives.

Human Resource Management:

- Participates in preparing and conducting presentations on the role of the Division for the Orientation/On-boarding programme;
- Monitors and evaluates the performance of direct reports, conducts performance appraisals, and recommend and/or takes corrective action when necessary;
- Contributes to the welfare and development of staff in the Division;

- Contributes to maintaining 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.

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 Jamaican 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.

Minimum Required Education and Experience

- Bachelor of Laws Degree
- Legal Education Certificate
- At least three (3) years' experience as a practicing Attorney in the private or public sector.

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.