

**The Attorney General's Chambers invites applications from suitably qualified individuals to fill the position of Part Time Consultant to the Litigation Division. Salary \$2,184,000.00 per annum**

## **KEY OUTPUTS**

### **MINIMUM 16 HRS PER WEEK**

- Legal advice and opinions
- Legal research documents
- Reports submitted
- Legal representation made
- Meetings attended

## **KEY RESPONSIBILITY AREAS:**

- Drafts pleadings and other court documents
- Prepares written opinions and advises ministries, departments and agencies on a wide range of legal matters
- Prepares skeleton arguments and written submissions in major litigation matters
- Appears as counsel in major trials, judicial reviews, Court of Appeal matters and at the UK Privy Council
- Negotiates settlements and settles claims
- Liaises with ministries, departments and other clients in relation to legal matters referred to the Chambers
- Carrying out any other duties and functions as may be assigned by the Solicitor General or the Attorney General.

## **CORE COMPETENCIES:**

- Excellent knowledge of the Laws of Jamaica
- Excellent analytical, problem solving and time management skills.

- Excellent communication skills (both written and oral)
- Excellent interpersonal and organizational and people management skills
- Sound research and analytical skills
- Ability to analyse and interpret legal documents
- Excellent negotiating skills
- Excellent presentation skills
- Proficiency in the use of relevant computer applications

**MINIMUM QUALIFICATION/EXPERIENCE:**

- Bachelors of Laws (LLB) with relevant combination of academic qualifications and experience (i.e. At least 10 years relevant working experience)
- Certificate in Legal Education
- Significant litigation experience would be an asset

Applications, letters and resumes should be sent to:

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

The deadline for receipt of applications is February 24, 2017.

We thank all applicants however only short listed applicants will be contacted.