

## **JOB OPPORTUNITY – ATTORNEY GENERAL’S CHAMBERS**

Applications are invited from suitably qualified individuals to fill the post of **Senior Assistant Attorney General (JLG/LO5) (non-vacant) in the Constitutional and Legislative Division** of the Attorney General’s Chambers:

- Basic Salary range 3,615,620 – 4297,836 per annum,
- Motor vehicle allowance of \$1,341,624 per annum (for individuals who possess a motor vehicle)
- Other allowances amounting to \$367,835 per annum

### **JOB PURPOSE:**

Under the general direction of the Deputy Solicitor General the incumbent is responsible for providing advice on legal matters relating to the drafting and enactment of Government legislation and assisting with the management of the Constitutional and Legislative Division.

### **KEY RESPONSIBILITY AREAS:**

Technical

- Advises ministries, departments and agencies on a range of legal issues
- Vets and comments on Cabinet Submissions, Bills and draft Regulations
- Attends committee meetings of Cabinet and Parliament in relation to Bills, Cabinet Submissions and draft Regulations and a range of other legal matters
- Advises members of Parliament and Cabinet (including sub-Committees of parliament and Cabinet) on a range of legal matters
- Represents the Chambers on Working Groups to consider the enactment of legislation and the formulation of policy
- Advises the Ministry of Local Government in respect of appeals under the Town and Country Planning Act, the Beach Control Act, the Local Improvements Act and the Natural Resources and Conservation Authority Act
- Advises on legal matters in relation to the Access to Information Act

- Represents the Government on Appeals before the Access to Information Appeals Tribunal

#### Administrative

- Assists in Supervising and evaluating reporting staff
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Chambers
- Sits on the Department's Executive Committee

#### **REQUIRED SKILLS/ COMPETENCIES:**

- Excellent knowledge of the Laws of Jamaica
- Sound research and analytical skills
- Excellent ability to analyse and interpret legal documents
- Excellent time management skills.
- Excellent oral and written communication skills
- Excellent interpersonal, organizational and people management skills
- Excellent presentation skills
- Excellent leadership and management skills
- Excellent analytical, problem solving and time management skills.
- Excellent interpersonal and people management skills
- Excellent knowledge of laws governing Access to Information
- 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

Applications accompanied by resumes should be submitted no later than **Friday May 4, 2018 to:**

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

**We thank all applicants for their interest, but advise that only short-listed candidates will be contacted.**