



## MINISTRY OF JUSTICE ACTING OPPORTUNITY

**The Ministry of Justice is inviting applications from suitably qualified persons to act in the position of Executive Director (JLG/LO 5) in the Legal Aid Council.**

**Salary range, \$3,948,257.00- \$4,693,237.00 per annum and any allowances attached to the post.**

### **Job Summary**

The incumbent advises and represents the Ministry on all legal matters for the Legal Aid Council and manages and direct the work of the Legal Aid Council to achieve the Ministry's mission and ensures that the Ministry operates at all times within the parameters of the law and its mandate.

### **Key Responsibilities**

**The duties and responsibilities include, but are not limited to the following:**

- Liaises/consults with various organizations regarding legal issues/matters;
- Drafts Cabinet submissions relating to legal matters and provide comments;
- Drafts appropriate legal documents;
- Provides advice and numerous consultations to clients and general public;
- Provides advice to newly-enrolled attorneys on court and legal aid procedures;
- Provides legal representation for accused;
- Ensures that all sections are effectively managed;
- Assists in the development of policies to improve the services of the Council;
- Oversees the management of Human Resource, Finance and Administration functions;
- Compiles and oversee the preparation of reports;

- Ensures that all legal aid processes are followed in keeping with the Government of Jamaica ACT and policies;
- Reviews Tariff of Fees according to the ACT at least every 5 years;
- Conducts legal research of Tariff of Fees for legal aid services in review of the ACT;
- Oversees the preparation of the Budget;
- Oversees the preparation of Corporate and Strategic plans;
- Prepares reports - monthly, quarterly and annually to the Board, Ministry and the Public Administration and Appropriations Committee (PAAC) of Parliament respectively;
- Reports to the Honourable Minister annually as per Legal Aid Act;
- Prepares Performance Evaluation Reports for staff;
- Authorizes attorneys' claims for payment and clients' refunds;
- Attends workshops and training;
- Visits prisoners and detainees in lock-ups and Correctional Institutions;
- Attends Duty Counsel sessions;
- Drafts and signs correspondence to Attorneys, Ministry staff and leaders;
- Represents the Council at public relations expositions;
- Examines requested documents to determine whether they contain information to be released/ exempted under Access to Information Act (ATI);
- Oversees all standard and procedures at the Council in relation to Customer Service, Complaints, phone etiquette etc;
- Supervises staff directly and indirectly;
- Prepares Operational and Corporate Plans for the Council.

### **Knowledge, Skills and Competencies**

- Excellent knowledge of laws governing operations including Access to Information
- Excellent negotiating skills
- Excellent time management skills
- Excellent oral and written communication skills
- Excellent presentation skills
- Good problem-solving skills

- Excellent interpersonal skills
- Working knowledge of relevant computer applications.

### **Minimum Qualification**

- Attorney at Law with at least ten years' experience in a government entity or private practice.
- Practising Certificate issued by the General Legal Council
- Post-graduate training in Management or a related area.

### **Special Conditions associated with the job**

- Work beyond normal office hours
- Occasionally, may be required to travel (local/overseas)

*Applications accompanied by resumes should be submitted by Wednesday, August 12, 2020 to:*

*Director, Human Resource Management and Development*

Ministry of Justice

61 Constant Spring Road,

Kingston 10

Email: [careers@moj.gov.jm](mailto:careers@moj.gov.jm)

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.