



# Ministry of National Security

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## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

### **CROWN COUNSEL (JLG/LO 3) – VACANT LEGAL SERVICES BRANCH**

**SALARY SCALE: \$2,848,799.00 – \$3,386,327.00**

**TRAVELLING ALLOWANCE: \$894,924.00 Per Annum with Motor Vehicle;  
\$362,472.00 Per Annum without Motor Vehicle:**

#### **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 the Ministers and Cabinet/Financial / Permanent Secretary in the strategic management of a discrete ministry.

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

#### **KEY RESPONSIBILITIES:**

- Provides legal support to the Ministry in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative program;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Provides legal support to the Ministry during policy development in relation to matters that form part of the legislative programme;
- Prepares and delivers legal presentations as needed;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Assists in the preparation of Bills for tabling and providing legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Prepares briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advise on legal implications of internal policies and procedures;
- Represent the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- At least three (3) years progressive experience at the Bar.

### **SPECIFIC KNOWLEDGE SKILLS AND ABILITIES**

- Excellent legal research and analytical skills;
- Excellent knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Excellent knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs;
- Excellent knowledge of the English legal system and the legal framework of Government;
- 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 unfavorable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Sound IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Interested persons should forward their applications and resume **NO LATER THAN Friday, October 28, 2022** to the:

Director, Human Resource Management and Administration (Acting)  
Human Resource Management and Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Crown Counsel (JLG/ LO 3)**

**Please note that we thank all for responding but only shortlisted applicants will be contacted.**