



Ministry of National Security

VACANCY NOTICE

Applications are invited for suitable candidates to fill the post of:

SENIOR LEGAL OFFICER (JLG/LO 4)

LEGAL SERVICES UNIT

SALARY SCALE: \$3,132,043.00 – 3,723,015.00 PER ANNUM

APPLICABLE ALLOWANCES:

- 1. TRAVELLING: \$1,697,148.00 PER ANNUM WITH MOTOR VEHICLE
\$ 678,864.00 PER ANNUM WITHOUT MOTOR VEHICLE**
- 2. LAUNDRY: \$ 40, 000.00 PER ANNUM;**
- 3. LIBRARY: \$18, 835.00 PER ANNUM;**
- 4. ROBING: \$140,000.00 PER ANNUM.**

JOB PURPOSE:

Supports the delivery of legislative output within the Ministry's portfolio and to provide and/or obtain legal advice to assist Ministry's officials in decision making in support of the Ministry's objective.

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

KEY RESPONSIBILITIES:

PROFESSIONAL/TECHNICAL RESPONSIBILITY AREAS

- Prepares Legislation Committee Submissions and Briefs for Minister and Leader of Government Business in the Senate on principal and subsidiary legislation introduced in Parliament
- Obtains advice of Attorney General's department and/or Legal Reform division of Ministry of Justice regarding legislation proposals.
- Vets Cabinet Submissions prepared by other Divisions/Units and provide feedback to respective personnel before submission is made to Cabinet.
- Advises Ministry officials on legal issues not warranting further advice from the Attorney General's department.
- Participates in negotiations as required and drafts or peruses employment, engagement and other relevant contracts on behalf of the Ministry, its Departments and Agencies and ensures conformity with the related laws and policies and the interest of the Ministry.
- Assists in identifying legal issues and potential solutions related to proposed policy decisions
- Assists Ministry officials in interpretation/application of laws, regulations and rules relevant to Ministry operations
- Provides day to day leadership and direction in the development and continual performance improvement of the unit and oversees and manages the unit's activities and operations.
- Provides liaison between the Ministry and other legal departments such as Attorney-General's Department, Department of Public Prosecution, Legal Reform Division of the Ministry of Justice and the legal department of Ministry of Foreign Affairs in respect of other Ministries' and non-MNS agencies' activities affecting the Ministry's outputs.

- Ensures the management and continuous performance of staff within the unit through the implementation of the PMAS system.

REQUIRED COMPETENCIES

- Exceptional Negotiation skills
- Excellent judgement skills
- Microsoft Word, Excel, PowerPoint skills
- Requisite Legal and Training Skills
- Excellent Research skills
- Excellent presentation skills
- Advocacy skills

KNOWLEDGE OF:

- Legal codes, court procedures, precedents, government regulations, framework, executive orders, agency rules, and the democratic political process.
- Contract negotiations and drafting.
- Government Procurement Procedures.
- Staff Orders, Public Service Regulations, Financial Administration and Audit (FAA) Act and other Government Regulations & Guidelines.

SPECIALIZED TRAINING:

- Budgeting
- Policy Development
- Report Writing

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical working environment
- Extended working hours
- Willingness to travel island-wide

MINIMUM QUALIFICATION & EXPERIENCE:

- Bachelor of Law
- Legal Education Certificate from the Council of Legal Education
- Five (5) years legal experience, preferably in Attorney General's department with tours of duty in the Litigation, General Advice, Legislation & Constitutional Affairs and Commercial divisions of that department

Interested persons should forward their applications and resume **NO LATER THAN Friday, September 20, 2019** to the: -

Director,
Human Resource Management & Administration
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

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