



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following position in the Department:

LEGAL OFFICER (JLG/LO 3)-NOT VACANT

Job Purpose

Under the general direction of the Postmaster General, the incumbent is responsible for providing legal services to the Department, including the provision of general legal advice to the executives and managers of various units of the Department. Organizes and coordinates the review, amendment and promulgation of legislation for which the Department has responsibility, preparing and/ or vetting leases, various types of contracts and instructing the Attorney General's Chambers, the Office of the Director of Public Prosecutions and monitoring litigation.

Duties and Responsibilities

- Prepares, peruses and vets contracts, lease agreements and other legal documentation;
- Provides general legal advice to the Department on all aspects of the law affecting the Department's operations;
- Functions as a liaison between the Department and other legal departments such as the Office of the Director of Public Prosecutions, Attorney General, Legal Reform Division and the Chief Parliamentary Counsel;
- Instructs relevant officers of the Department to undertake investigations; prepares statements and affidavits to facilitate the proper representation of the Department in litigious matters;
- Oversees the development and amendment of legislation and attendant policies and guidelines;
- Prepares and reviews drafting instructions and draft Bills related to Postal Reform;
- Reviews Cabinet Submissions;
- Participates in and represents the Department on select internal and external Committees;
- Develops, implements and maintains policies and procedures to guide the operations of the Legal and other Units;
- Keeps abreast of international conventions related to the Department's activities and interprets and advises on their implications;
- Provides advice on procurement related matters to ensure compliance with Public Procurement Laws, Regulations and Government of Jamaica Procurement Policy;
- Performs any other duties and responsibilities as may be determined by the Postmaster General from time to time;

Required Competencies

- Good research and analytical skills
- Knowledge of legal framework of Government
- Knowledge of Contract Negotiation and Drafting
- Sound knowledge of Commercial Law, Postal and Telecommunications Laws and Regulations, Intellectual Property Law, Employment Law, International Law, Property Law and Procurement Law
- Knowledge of Industrial Relations and the Public Service Regulations
- Excellent communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications

Qualification, Experience and Training

- LLB or equivalent qualification and Certificate of Legal Education
- Admission to the Jamaican Bar
- At least six (6) years' experience in related field(s)

Remuneration

Salary:		\$2,508,452 - \$2,981,761.00
Allowances:	Laundry	\$40,000
	Library	\$187,835
	Robing	\$140,000
	Motor vehicle upkeep	\$707,448.00

Please forward application with resume, no later than **August 14, 2018** to:

**Director of HRMD
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

OR

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.