

## **POST AND TELECOMMUNICATIONS DEPARTMENT**

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

### **LEGAL OFFICER 3 (JLG/LO 3)**

#### **Job Purpose**

The Legal Officer is responsible for the provision of general legal advice to the executives and managers of various Units of the Department. The incumbent also organizes and coordinates the review, amendment and promulgation of legislation for which the Department has responsibility, preparing and/or vetting leases, various types of contract and instructing the Attorney General's Chambers and the Director of Public Prosecutions as well as monitoring litigation.

#### **Duties and Responsibilities**

- Counsels the relevant officers of the Department to undertake investigations, as well as preparation of 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;
- Develops, implements and maintains policies and procedures to guide the operations of the Legal and other Divisions/Branches;
- Provides advice on procurement related matters to ensure compliance with Government of Jamaica's Public Procurement Laws, Regulations and Policies;

#### **Required Competencies**

- Good research and analytical skills
- Knowledge of Government of Jamaica's legal framework
- 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
- Excellent communication skills

#### **Qualification, Experience and Training**

- Bachelor of Laws and Certificate of Legal Education
- An Attorney-at-Law licensed to practice in the Courts of Jamaica;
- At least six (6) years' experience as a practicing Attorney in the private or public sector

Please forward application with resume, no later than **February 28, 2020** to:

**Director of Human Resource Management and Development**  
**Post and Telecommunications Department**  
**6 – 10 South Camp Road**  
**Kingston**  
**Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)**

**NB: Only short-listed candidates will be contacted.**