



**Office of the Services Commissions**  
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**CIRCULAR No. 86**  
**OSC Ref. C. 6222<sup>10</sup>**

**23<sup>rd</sup> February, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Post and Telecommunications Department**:

**Legal Officer (JLG/LO 3) (Vacant)**, salary range \$2,848,799 - \$3,386,327 per annum.

**Job Purpose**

Reporting to the Senior Legal Officer, the Legal Officer 3 (JLG/LO 3) is responsible for providing legal services to the Department. The legal services include the provision of general legal advice to the executives and managers of various Units of the Department, organizing and co-ordinating 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 and the Director of Public Prosecutions as well as monitoring litigation.

**Key Responsibilities**

***Management/Administrative:***

- Co-ordinates and monitors the legal framework of the Department and provides legal guidance to the Department having regard to the UPU and other standards/obligations;
- Advises on legal aspects of policy documents and monitors and controls the review of legislation;
- Manages and co-ordinates the timely delivery of general legal advice to the Department;
- Represents the Department at meetings;
- Reviews and makes recommendations for the preparation of new legislation.

***Technical/Professional:***

- Prepares, peruses and vets contracts, lease agreements and other legal documentation;
- Provides general legal advice to the Department on all aspects of the law as it affects the Department's operations;
- Prepares legal drafts by assembling and organizing information for legal forms and documents including complaints, declarations, discovery requests, responses and other pleadings;
  - Researches statutes, constitutions, regulations and Court opinions including precedents and reasoning as well as trends using standard print texts and computers (preparing legal memoranda);
- Assembles case materials by collecting, organizing and summarizing information, documents, reports and evidence;
- Provides statistical data and information to support the Department by utilizing relevant research methods to collect information;
- Designs and maintains Statistical Database(s) to facilitate analysis and planning of legal matters for the Unit;
- Instructs the Attorney General's Chambers on behalf of the Department;

- Functions as a liaison between the Department and other legal Departments such as the Office of the Director of Public Prosecution, Attorney General, Jamaica Customs, Legal Reform Division and the Chief Parliamentary Counsel;
- Makes recommendations to the relevant officers of the Department to undertake investigations, as well as the preparation of statements and affidavits to facilitate the proper representation of the Department in litigious matters;
- Oversees the development of new and amended legislation and attendant policies and guidelines;
- Prepares and reviews Drafting Instructions and Draft Bills related to Postal Reform;
- Reviews Cabinet Submissions;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious Industrial Relations Environment;
- Reviews submissions to the Human Resource Management and Development Branch and convenes hearings in accordance with the Public Service Regulations (1961) as requested;
- Participates in and represents the Department on Committees;
- Attends internal meetings as required and sits on committees established within the Department;
- Develops, implements and maintains policies and procedures to guide the operations of the Department;
- Keeps abreast of international conventions related to the Department's activities and interprets and advises on their implications;
- Provides advice on contracts and tender documents to appropriate staff to ensure compliance with the GOJ's Procurement Policy;
- Performs such other duties and responsibilities as may be determined by the Senior Legal Officer;
- Performs any other related duties that may be assigned from time to time.

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

- Knowledge of good research and analytical skills
- Knowledge of Legal framework of Government
- Knowledge of Contract negotiations and drafting
- Knowledge of Commercial Law, Postal and Telecommunications Laws and Regulations, Intellectual Property Law and International Law
- Knowledge of Industrial Relations and Public Service Regulations. Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Microsoft Office Suite or relevant computer applications
- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

#### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree (LLB);
- Certificate in Legal Education;
- Three (3) year's related experience in related areas of civil and commercial law.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8<sup>th</sup> March, 2023 to:**

**Director, 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)**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**

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