



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
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CIRCULAR No. 413 **OSC Ref. C. 6210/S5²⁰**

16th October, 2024

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 the vacant post of **Assistant Attorney General (JLG/LO 4)** in the **Legal Services Unit, Ministry of Foreign Affairs and Foreign Trade**, salary range \$7,716,512 - \$10,377,851 per annum.

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Attorney-General provides advice and guidance on a range of legal matters to support the work of the Minister, Minister of State and Permanent Secretary in the strategic management of the Ministry of Foreign Affairs and Foreign Trade.

Key Responsibilities

Technical/Professional:

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission-critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry, including overseas missions;
- Provides legal support to the Ministry during all aspects of the legislative process, commencing at the development of the policy;
- Provides legal advice on all areas of International Law including trade (WTO, CSM, FTAs), environment, human rights, air policy and law, Law of the sea (maritime delimitation, international seabed authority), international security issues (extradition, mutual legal assistance, drug/arms and human trafficking, terrorism, corruption) intellectual property law, and the Law of international organizations;
- Provides support in the review, negotiation, drafting and implementation of bilateral, regional and international agreements;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry;
- Liaises with Ministries, Departments and Agencies, and regional and international organizations, in relation to various international law matters;
- Responds to queries or provides information, as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry;
- Reviews and advises on legal implications of internal policies and procedures, and participates in internal Committees, as directed;
- Represents the Ministry by participating on Committees and attending meetings locally and internationally, as directed;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Management/Administrative:

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Unit's Plan;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and other documents, as required;
- Prepares and delivers presentations, as needed.

Human Resources:

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the co-ordination of Work Plans and recommends performance targets for the staff assigned;
- Participates in the training of staff of the Unit;

- Identifies skills/competency gaps and contributes to the development and succession planning for the LSU, to ensure adequate staff capacity;
- Participates in the preparation and implementation of presentations on the role of Unit for the Orientation/Onboarding Programme of the Ministry;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be assigned from time to time by the Senior Assistant Attorney-General and respective senior executives in the Ministry.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law or practice relating to Public International Law;
- Highly developed knowledge of the mandate, objectives, strategies, policies and environment of the Ministry;
- Ability to analyse and interpret changes in the economic, political and social environment, and the legal implications to the operations of the GOJ;
- 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 unfavourable or unpopular situations;
- 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;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high-performing top teams that deliver within a budget, in a complex environment;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel, and MS Project and associated legal software;
- Excellent knowledge of the English legal system and the legal framework of Government.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Legal Education Certificate;
- Six (6) years progressive experience at the Bar;
- Postgraduate qualification in International Law or International Trade or experience in International Law would be an asset.


Applications accompanied by résumés should be submitted **no later than Wednesday, 30th October, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

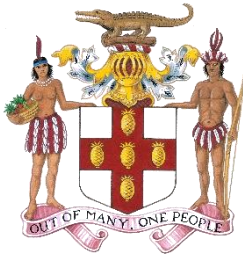
Email: recruitment@mfaft.gov.jm

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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**



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CIRCULAR No. 416 **OSC Ref. C. 6210/S5²⁰**

17th October, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Foreign Service Officer 3 (FSG/FSO 3) – (Not Vacant)** in the **Bilateral Relations Department, Ministry of Foreign Affairs and Foreign Trade**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

The incumbent is responsible for contributing to the analysis, formulation and implementation of Jamaica's foreign policy in the context of Jamaica's bilateral relations with specific countries in the following regions:

- ✓ Americas: Brazil, Ecuador
- ✓ Europe: Germany, Belgium, Ukraine, Romania, Georgia
- ✓ Africa: Nigeria, Namibia, Zimbabwe, Benin, Cape Verde
- ✓ Asia: India, Pakistan, Mauritius, New Hebrides, Mongolia
- ✓ Middle East: Iraq, Israel, Kuwait

Monitors developments in the following regional bodies:

- EU/NATO (EU Internal Developments)
- Organization for Economic Co-operation and Development (OECD)
- Economic Commission for Europe (ECE)
- European Parliament

Key Responsibilities

Policy Advice and Policy Formulation:

- Monitors political, economic and social developments in countries and regional organizations within assigned portfolio, including disputes and conflicts within a country or between countries;
- Prepares Cabinet Submissions, position papers, briefs and memoranda, based on technical consultations with key stakeholders, which provide information and advice on strategies and national positions to be adopted by Jamaica on critical issues and developments in international fora.

Promotion of Bilateral Co-operation:

- Maintains regular consultation with relevant line Ministries and Agencies and non-government entities, including the Private Sector, to examine proposals for bilateral technical and economic co-operation between Jamaica and countries within assigned portfolio, and to develop policies and strategies to be pursued to maximize benefits for Jamaica in the context of bilateral relations;
- Facilitates the maintenance of friendly relations with resident missions of countries within assigned portfolio by:
 - ✓ Acknowledging important events such as national days/independence days;
 - ✓ Expressing sympathy or support during difficult times, for example, a natural disaster or death of a Head of State or other VIP;
 - ✓ Expressing congratulations on electoral victories, the inauguration of new Governments and the appointment of Heads of State and Ministers of Foreign Affairs;
- Participates as a member of Jamaica's delegation to external meetings and conferences, and articulates Jamaica's position in conference proceedings;
- Prepares reports on the outcome of meetings and conferences attended;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Jamaica's foreign policy objectives with knowledge of Jamaica's bilateral relations in respect of assigned portfolio;

- Good working knowledge of Jamaica's political, economic, business and social environment;
- Good policy analysis and policy formulation skills;
- Very good research and analytical skills;
- Excellent oral and written communication skills;
- Good drafting skills;
- Good organizing and planning skills;
- Knowledge of negotiating techniques;
- Good diplomatic representation skills;
- General knowledge of official protocol practices and procedures;
- Public speaking skills;
- Proficiency in computer applications.

Minimum Required Qualification and Experience

- A First Degree in International Relations, Political Science or International Law, combined with eight (8) years' experience in the Foreign Service, which should include the completion of one tour of duty overseas;
- Post-graduate Certificate in Diplomacy;
- Certificate in Computer Applications;
- Proficiency in a foreign language (Spanish and/or French).

Special Conditions Associated with the Job:

- May be required to work beyond normal working hours, on weekends and public holidays;
- Must be prepared to transfer to and from Headquarters to serve a tour of duty based on the exigencies of the Jamaican Foreign Service.

Applications accompanied by résumés should be submitted **no later than Thursday, 31st October, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.gov.jm

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