

OFFICE OF THE PRIME MINISTER

Career Opportunity

The Office of the Prime Minister is inviting applications from suitably qualified persons to fill the **not vacant** post of **Assistant Crown Counsel (JLG/LO 2)** in the Legal Service Unit, with a salary range of **\$5,198,035- \$6,990,779** per annum and allowance(s) attached to the post.

Job Purpose

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Crown Counsel provide advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of a discrete Ministry.

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

Technical/Professional Responsibilities

- Researches and drafts legal advice and opinions on laws/regulations, proposed policies, programmes and general issues of the ministry and its subjects;
- Assists in the drafting, review or preparation of contracts, agreements or Memoranda of Understanding;
- Reviews, undertakes additional research and prepares draft comments on Cabinet Submissions that are submitted to the Ministry for comment;
- Prepares correspondence, participate in meetings, respond to queries and generally assist the Senior Legal Officers in relation to matters of cooperation between legal units in Ministry's, Departments and Agencies;
- Researches and provides written or oral briefs to key stakeholder in the ministry on relevant legal aspects of policy or comparative legal positions in other relevant jurisdictions to assist in policy or legislative development;
- Assists in organizing meetings of the Ministry's Legislative Committee;
- Manages the maintenance of the records and minutes of such meetings and the dissemination of the minutes to Committee members;
- Follows-up with Committee members from the various Divisions/units and Departments/Subjects of the Ministry to gather and collate the legislative items for action;
- Assists in the management and updating of the files relating to items on the annual Legislative Programme and preparing the quarterly updates on the progress made in the Programme.
- Drafts or vets legal documentations to be used for official purposes;

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.
- Participates in preparation and implementation of presentations on role of the Legal Services

Required Knowledge/Skills/Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication 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

- Good legal research and analytical skills;
- Knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Knowledge of the English legal system and the legal framework of Government;
- 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;
- Problem solving and negotiation/facilitation skills and experience;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate.

Applications accompanied by résumé should be submitted **no later than Friday, 19th December 2025** to:

Senior Director
Human Resource Development and Management Division
Office of Cabinet
1 Devon Road
Kingston 10.

Email: jobs@opm.gov.jm

Kindly indicate the job title of interest in your application letter/Email.

*We thank you all for responding, however, **please note that only shortlisted applicants will be contacted.***