



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 327
OSC Ref. C.5849¹¹

24th October, 2019

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 following **vacant** posts in the **Legal Aid Council, Ministry of Justice (MOJ)**:

1. **Legal Officer (JLG/LO 2) - Montego Bay Legal Aid Clinic**, salary range \$2,089,382 – \$2,483,618 per annum and any allowance(s) attached to the post.
2. **Records Clerk (PIDG/RIM 1)**, salary range \$600,370 – \$713,651 per annum and any allowance(s) attached to the post.

1. **Legal Officer (JLG/LO 2)**

Job Purpose

The incumbent will provide legal representation to client and administrative support to the Legal Aid Council and Executive Director. Functions undertaken are to be consistent with the Mission of the Legal Aid Council and Ministry of Justice, while ensuring that the Council executes its functions in accordance with the Legal Aid Act and applicable laws.

Key Responsibilities

- Visits prisoners and detainees in lock-ups and Correctional Institutions;
- Represents suspects or accused persons in Court;
- Drafts and prepares necessary documents for client and office matters;
- Provides advice and information to walk-in clients and telephone callers;
- Represents the Council at Public Relations events and expositions making presentations as required including media interview;
- Provides consultation to newly-empanelled Attorneys on Court and Legal Aid procedures;
- Prepares monthly, quarterly and annual reports to the Board of Directors, Ministry of Justice, Public Administration and Appropriations Committee;
- Prepares Operational and Corporate Plans for the Council and the requisite data capture processes;
- Attends workshops, seminars and training events;
- Assists in the assignment of Counsel for court and non-court matters;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Computer literate
- Sound research techniques
- Good writing skills
- Appreciation for excellent customer service

Minimum Required Qualification and Experience

- Bachelor of Laws Degree;
- Certificate in Legal Education;
- Practicing Certificate issued by the General Legal Council;
- Three (3) years practice at the Bar.

2. Records Clerk (PIDG/RIM 1)

Job Purpose

The incumbent, under the direction of the Human Resource and Administration Manager, maintains an efficient Records Management System, ensuring that all documents relating to the Attorneys are properly filed for easy retrieval to facilitate payment.

Key Responsibilities

- Classifies and indexes all records;
- Creates and maintains manual filing system;
- Ensures that documents (Forms B, C, D and E) and other correspondence pertaining to Attorneys are affixed on files;
- Tracks and monitors the movement of files;
- Retrieves files upon request;
- Replaces files to enhance retrieval system;
- Assists Accountant by sorting claims for payment;
- Ensures that advisories of payment and paid claims are stamped and placed on red files;
- Assists Attorneys with viewing of their files;
- Contacts Attorneys regarding incomplete documents on file;
- Scans and digitizes outdated files according to the Records Management policy on retention period;
- Assists with making photocopies of documents;
- Relieves Customer Service Officer at front desk from time to time;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Good time management skills
- Good customer service and interpersonal skills
- Proficiency in relevant computer applications
- Ability to work on own initiative
- Ability to work in teams
- Keen eye for details

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject, plus on-the-job training in Records and Information Management.


Applications accompanied by résumés should be submitted **no later than Wednesday, 6th November, 2019 to:**

**Executive Director
Legal Aid Council
The Air Jamaica Building, Ground Floor
72 Harbour Street
Kingston**

Email: aid.legal@moj.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**