

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Legal Counsel

Job Summary

The Legal Counsel, under the supervision of the Executive Director, will have general responsibility for the effective and efficient legal and policy support functions for the Commission. The Legal Counsel will be required to provide legal advice to the Executive Director, and by extension, the Commission, in carrying out the mandates of the Commission, and ensures that the Commission complies with all relevant laws, regulations and Government procedures, subject to the provisions of Section 34 of the Integrity Commission Act.

Major Responsibilities

1. Gives accurate and timely counsel to the Executive Director on a variety of matters.
2. Briefs and provides legal advice, counsel and guidance to the Commission on all matters which are related to the discharge of the its functions and mandates under the Integrity Commission Act.
3. Provides advice to members of the public and stakeholders of the Commission on various aspects of the organization's operations, mandates and functions of the Commission.
4. Liaises with the Attorney General's Chambers and other Government and State Authorities on matters of law which affect or impact the functions and work of the Commission.
5. Instructs, briefs and/or liaises with external counsel in respect of any legal matter to which the Commission is a party or in which it has an interest, in keeping with the provisions of the Act.
6. Attends court and/or conduct legal proceedings for and on behalf of the Commission.
7. Observes and/or participates in proceedings in Court and/or in Parliament for and on behalf of the Commission.
8. Prepares Submissions or other relevant reports or communications in connection with or in furtherance of the Act, policies, work or recommendations of the Commission.
9. Drafts and solidifies all contracts, agreements and other legal documents for and on behalf of the Commission.
10. Advises the Commission on all areas and aspects of labour and employment laws.
11. Reviews legislation, Regulations, and other legal instruments, that are related to the Commission, make recommendations, where necessary, to maintain their relevance to the industry and effectiveness in achieving its strategic objectives.
12. Performs such other tasks, functions and duties as may, from time to time, be assigned by the Executive Director.

Minimum Required Qualifications and Experience

- Bachelor of Laws (LLB)
- Certificate of Legal Education (CLE)
- Minimum of five (5) years' experience, in a similar position, preferably in a Public Sector Organisation.
- Practicing Attorney with at least seven (7) years' experience in general legal practice.

Other Desirable Qualifications & Experience that would be an asset

- Master of Laws (LLM) in a relevant discipline.
- Formal Training in the Government Procurement Policies and Guidelines.
- Specialized training in Negotiations.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Excellent oral and written communication skills.
- Proficiency in the use of Microsoft Office Suite.
- Good problem solving skills and tenacity.
- Sound judgment and legal acumen
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- Good leadership and interpersonal skills.
- High level of confidentiality, honesty and integrity.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of the Integrity Commission's policies and procedures.
- Knowledge of Jamaican laws.
- Excellent knowledge and understanding of contract law, employment law and corporate law and procedures.

Working Conditions

- Typical office environment.
- Willingness to work beyond normal working hours as the situation may require.

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Basic Salary: \$7,716,512.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, November 15, 2024, at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.