

MINISTRY OF MINING and TELECOMMUNICATIONS
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Legal Officer
JOB GRADE:	LO 4
DEPARTMENT:	Legal
REPORTS TO:	Permanent Secretary
MANAGES:	<i>1 Legal Officer</i> <i>Secretary</i>

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW

Employee

Date

Head of Department/Division

Date

**Date received in Human Resource Division
created/revised**

Date

JOB PURPOSE: Under the direction of the Permanent Secretary, the Senior Legal Officer co-ordinates the legislation programme and serves as Chief Legal Council for the Ministry of Mining and Telecommunications and the respective departments and agencies in support of the strategic objectives.

KEY OUTPUTS: The following are produced:

- Units Operational Plan
- Quarterly Legislation Programme
- Legal advice, opinions, briefs
- Legal Representation
- Contracts
- Cabinet Submissions
- Drafting Instructions and Orders
- Comprehensive reports
- Administrative Support

KEY RESPONSIBILITIES AREAS

MANAGEMENT AND ADMINISTRATIVE

- Prepares the Units' Operational Plan and budget ensuring their alignment with the strategic objectives and priority programmes of the Ministries.
- Prepares and presents the Ministries Quarterly Legislation Programme ensuring all priority Bills are adequately presented; monitors progress of the implementation of the programmes and submits update to Cabinet and Permanent Secretary as required. Attends sittings of Parliament and provides clarification

- Provides legal advice to the Permanent Secretary, Departments, Agencies and other relevant personnel on specialised and routine legal matters.
- Co-ordinates the provision of secretariat support by the Unit for the Telecommunications Appeals Tribunal.
- Develops, implements and maintains policies and procedures to guide the operations of the Unit.
- Represents the Ministry at local and international meetings, conferences and other fora as required.
- Prepares technical briefs of the Minister as required.
- Participates in negotiations with donor agencies and partners as required.
- Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit.
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on their implications.

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Participates in negotiations and drafts or peruses employment, engagement and all other contracts on behalf of the Ministry and their Agencies and Departments, and ensure conformity with the related laws and policies and the interest of the Ministry.

- Prepares drafting instructions and/or drafting orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and co-ordinates the Gazetting of the Orders.
- Vets Cabinet Submissions prepared by other departments and provide feedback to respective personnel before submission to Cabinet.
- Co-ordinates the drafting of new laws and regulations relating to subjects and departments assigned to the Ministry.
- Co-ordinates the preparation for the filing of actions on behalf of the Ministry of Mining and Telecommunications on violators of laws within the purview of the Ministry and its Agencies. Prosecutes offenders under the Radio and Telegraph Control Act.
- Participates in Civil Activities on behalf of the Ministry and/or their Departments and Agencies, ensuring adequate support to the Attorney General's Department as required.
- Assists with the development and review of the legal framework for the reform of the local telecommunications sector to maintain currency and relevance to the changing environment and its alignment to global standards.
- Attends meetings, conferences, seminars on matters relating to the Ministry, the Agencies and Departments.
- Sits on Committees established within the Ministry.
- Examines Bills emanating from other Ministry.

- Attends the sittings of the House of Representatives and the Senate when Bills from the Ministry are being considered.
- Performs such other duties and responsibilities as may be determined by the Permanent Secretary from time to time.

HUMAN RESOURCE MANAGEMENT

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff of the Unit and recommend transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensure that the welfare and developmental needs of staff in the Unit are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry goals.

PERFORMANCE STANDARDS

- Established Unit and personal targets are achieved.
- The Unit's Operational Plan is completed within the agreed timeframe and supports the strategic objectives of the Ministry.
- The Annual Legislation Programme is comprehensive, and well presented. Adequate monitoring mechanism is in place and reports submitted to Cabinet Office within agreed timeframe.
- Legal opinions/advice, briefs are provided within agreed timeframes, are sound and reflect strong forensic skills and research.
- Drafting Instructions and Orders meet the requirements of the client and are submitted within the agreed timeframe.
- Contracts are comprehensive and conform with related laws and government policies and as far as possible in the interest to the Ministry.
- Feedbacks on Cabinet Submissions are provided within agreed timeframe and include all critical elements of the Submissions and are technically accurate.
- Members of the Tribunal are satisfied with the timeliness and effectiveness of the administrative support provided to the Tribunal.
- High ethical standards are maintained in the conduct of professional and personal business.
- Reports are accurate and submitted within established timeframe.

REQUIRED COMPETENCES

- Good management skills
- Good research and analytical skills
- Good interpersonal skills and people management skills
- Knowledge of the legal framework of government
- Knowledge of Contract negotiations and drafting
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry
- Sound knowledge of Conveyancing, Commercial Law, Telecommunications Laws and Regulations and Intellectual Property Law
- Excellent communication skills
- Excellent planning and organizing skills
- Proficiency in the use of relevant computer applications
- Organizational awareness

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- An Attorney-at-Law licence to practise in the Courts of Jamaica
- Diploma in Management or Public Administration
- At least six (6) years experience as a practicing Attorney in the private or public sector

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical office environment, no adverse condition

AUTHORITY

- Recommend disciplinary action in keeping with Human Resource Policies and Procedures
- Fiat to prosecute under the Radio and Telegraph Control Act (1970)

Experience

A minimum of six (6) years experience as a practicing Attorney in the private or public sector with sound knowledge of Commercial Law, Telecommunications Law and Regulations and Intellectual Property Law.

Salary and Allowances

Salary	\$2,453,300 - \$2,916,202 a year
Laundry	\$30,619 a year
Library	\$163,875 a year
Robing	\$112,556 a year
Travel	\$420,000 a year with motor vehicle or \$170,100 a year without

Applications

Applications must be submitted by the 28th November, 2008 and should be addressed to:

The Permanent Secretary
Ministry of Mining and Telecommunications
36 Trafalgar Road
Kingston 10.