



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 200
OSC Ref. C. 5851²¹

5th May, 2023

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 **Legal Officer (JLG/LO 3) (Contract)** in the **University Council of Jamaica**, salary range \$5,597,715 – \$7,528,305 per annum.

Job Purpose

The Legal Officer is responsible to advise and represent the University Council of Jamaica on all legal matters through prudent management of the legislative programme; ensuring consistent and just applications of the law in accordance with the University Council Act and preclusion of legal actions against the Council.

Key Responsibilities

Administrative:

- Promotes awareness of external quality assurance standards, policies and ensures breaches are dealt with objectively and timely;
- Represents the Council on all legal matters;
- Co-ordinates and facilitates internal training for staff members on emerging legal issues;
- Vets all contracts and legal documents and advises on the legal implications of proposed clauses in contracts being negotiated with a view to securing most favourable terms and protecting the UCJ from prejudicial terms of contract;
- Facilitates the release of information for audits or requests under the Access to Information Act;
- Assists with the preparation of reports;
- Liaises/Consults with other Legal Departments and stakeholders regarding legal matters/issues;
- Represents the Council at conferences and other events as required.

Technical/Professional:

- Oversees the amendment of the UCJ legislation that may impact the Organization and provide advice on the likely implications and necessary amendment;
- Assists in the development of policies to improve the services of the UCJ;
- Develops and implements Standard Operating Procedures and ensures compliance with Government regulations;
- Drafts, reviews and negotiates all contracts and leases;
- Provides written legal opinions on UCJ Business Portfolio upon request;
- Provides advice and opinion on individual labour contracts and employment matters;
- Assists in the development of employment contracts;
- Reviews and negotiates on all land and property acquisition agreements;
- Develops and reviews contract templates for outsourced services as needed;
- Provides legal guidance regarding the enforcement of sanctions to be applied to Higher Education Institutions (HEI's) regarding payment of fees and the remit of Collection Agencies;
- Provides advice, consultation and representation on other legal services/matters as needed;
- Attends Council and Committee Meetings as necessary and provides advice pertaining to the Council's general and specific powers and duties as per the UCJ Act;
- Reports on trends that pose a potential risk to the UCJ;
- Provides guidance/technical advice on legal research and employs appropriate strategies to mitigate risks;
- Examines requested documents to determine whether they contain information to be released/exempted under the Access to Information Act;
- Requests information as needed from third parties.

Required Knowledge, Skills and Competencies

Core:

- Customer and quality focus
- High level of integrity and confidentiality
- Excellent social and interpersonal skills
- Excellent oral and written communication and coaching skills
- Exceptional leadership skills
- Excellent problem-solving and decision-making skills
- Goals and results oriented
- Excellent teamwork and co-operation

Technical:

- Knowledge of the UCJ Act
- Knowledge of higher education and external quality assurance
- Knowledge of the laws governing Jamaica
- Knowledge of legal research principles and practices
- Knowledge of the code of conduct for the Legal Profession
- Proficiency in Microsoft suite
- Presentation skills
- Networking skills

Minimum Required Qualification and Experience

- Law Degree from a University recognised by the Council of Legal Education;
- Legal Education Certification awarded by the Council of Legal Education;
- Five (5) years legal experience.

Specific Licensing or Certification Necessary for the Job

- Practicing Certificate issued by the General Legal Council;
- Certificate of Legal Education.

Applications accompanied by résumés should be submitted **no later than Thursday, 18th May, 2023 to:**

Executive Director,
The University Council of Jamaica
31 Windsor Avenue
Kingston 5

Email: jobs@ucj.org.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