**MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE**
**CAREER OPPORTUNITY**

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Applications are being invited from suitably qualified persons to fill the vacant position of **Administrative Assistant (GMG/AM 4) in the Legal Services Unit.**

Salary Range: $2,190,302 to 2,945,712 per annum and the allowances attached

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## Job Purpose

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant:

- Provides administrative support, paralegal and secretarial services that enhance the Senior Assistant Attorney General's Office and the operations of the Legal Service Unit (LSU) in general;
- Co-ordinates the activities of the Office, organizes meetings and manages/monitors the Senior Assistant Attorney General's calendar, drafts reports and other documentation;
- Serves as liaison between the LSU and the AGC-HQ;
- Undertakes research on routine legal matters and drafts Briefs; • Ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry, its Departments and Agencies

## Key Responsibilities

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/minutes of meetings; follows up on actions to be taken;
- Coordinates all activities related to the preparation of the LSU's budget, corporate and operational plans, individual work plans, performance appraisal reports, leave schedules and training needs analysis to ensure submission within stipulated deadlines;
- Coordinates the preparation and timely advancement of cabinet submission; track the processing of these submissions;
- Ensures cabinet decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;

- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Coordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies, procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

***Paralegal***

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organising meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files.

**Required Knowledge, Skills and Competencies**

- Proficiency in Microsoft Office Suite and other programme applications appropriate to
- assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that
- guide the operations of the Unit
- General knowledge in budget cash flow preparation
- Knowledge of Office Management and Administrative procedures and practices
- Knowledge of the principles and practices of Public Administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including Commercial Law, Public Law and Civil
- Proceedings
- Good Knowledge of drafting legal documents
- Working knowledge of GOJ operations and Public Sector issues

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum of one (1) year's related work experience Or

- Diploma in Administrative Management, Business Administration or related Social Science discipline, paralegal qualification or training and a minimum three (3) years' related work experience.

Applications accompanied by Résumés should be submitted **no later than February 8, 2023 to:**

Director Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5

Email: hrm@miic.gov.jm

We thank all applicants for their expression of interest; however, only shortlisted applicants will be contacted.