



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

September 28, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Legal Services Unit.

ASSISTANT CROWN COUNSEL (JLG/LO 2) –VACANT

Salary: \$5,198,035 per annum

JOB PURPOSE

Under the general direction of the Assistant Attorney General (JLG/LO 4), the Assistant Crown Counsel (JLG/LO 2), assists with coordinating legislation programmes and providing general legal advice for the Ministry of Industry, Investment & Commerce and its respective departments and agencies in support of their strategic objectives.

KEY OUTPUTS

- Annual legislation programme prepared and presented
- Legal advice, opinions, briefs provided
- Contracts, leases and Memorandum of Understanding prepared and submitted
- Cabinet submissions/notes prepared and submitted.
- Drafting instructions orders, other legal instruments prepared and submitted.
- Accurate and comprehensive reports prepared
- High ethical standards maintained.
- Meetings attended.

KEY RESPONSIBILITIES

TECHNICAL / PROFESSIONAL RESPONSIBILITIES

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

- Assists in the preparation of drafting instructions and/or drafting orders for signature of the Minister, ensuring all necessary/required consultation and Cabinet Submissions are done and coordinates the Gazetting of the Orders.
- Assists with the preparation of all legislative documents required to facilitate the enactment of legislation.
- Provides sound legal opinions/advice and briefs and reflects strong forensic skills and research.
- Assists in vetting Cabinet Submissions prepared by other departments and provides feedback to respective personnel before submission to Cabinet.
- Assists in the drafting of new laws and regulations relating to subjects and departments assigned to the Ministries.
- Assists the Attorney General's Department in Civil Cases 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 Commercial sector to maintain currency and relevance to the changing environment and its alignment to global standards
- Assists in the review of current legislation to determine the need for updating of provisions in response to policy changes and efficiency.
- Maintains high ethical standards in the conduct of professional and personal business.

OTHER

- Performs any other related duties assigned, from time to time, by the Senior Legal Officer.

PERFORMANCE STANDARDS

- Annual legislation programme accurately prepared in accordance with legal requirements and standards and presented within the agreed timeframe.
- Clear and accurate legal advice, opinions, briefs provided in accordance with legal frameworks and within the required timeframe.
- Contracts, leases and Memoranda of Understandings accurately prepared in accordance with established legal requirements and submitted within the stipulated timeframe.
- Cabinet submissions/notes accurately prepared in conformity with GOJ policies and submitted within the agreed timeframe.
- Drafting instructions orders, other legal instruments prepared in accordance with established GOJ guidelines and submitted within the agreed timeframe.
- High ethical standards maintained at all times.

- Reports are accurate and comprehensive and submitted within the agreed timeframe.
- Ministry represented at meetings/committees as required

REQUIRED COMPETENCIES

Item #	Core Competencies	Level
1.	Oral Communication Skills	3
2.	Written Communication Skills	3
3.	Analytical Thinking	3
4.	Teamwork and Cooperation	3
5.	Initiative	3
6.	Integrity	3
7.	Interpersonal Skills	3
8.	Problem Solving and Decision Making	3
9	Customer and Quality Focus	3
10	Planning and Organising Skills	2

Item #	Functional/Technical Competencies	Level
1	Report writing skills	3
2	Knowledge of the legal framework of Government	4
3	Sound knowledge of the Ministry's policies and procedures and the operations of government	4
4	Good research and analytical skills	4
5	Sound knowledge of conveyancing, laws governing the financial sector, Commercial Law, laws relating to investment and Trade, Industrial Relations law and Intellectual Property law.	3
6	Knowledge of Contract negotiations and drafting	3
7	Knowledge of the legislation process	3
8	Proficient in the use of relevant computer applications	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- An Attorney-at-Law licenced to practise in the Courts of Jamaica

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment.

AUTHORITY

- Nil

**Applications accompanied by resume should be submitted no later than
October 9, 2026 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however, only short-listed applicants will be contacted.