

*An Agency of the Ministry of Industry, Investment & Commerce (MIIC)*

**Vacancy: Legal Officer (JLG/LO 4)**

The Consumer Affairs Commission invites applications from suitably qualified individuals to fill the position of Legal Officer (JLG/LO 4) at a salary of **$6,820,273.00** **gross per annum and any allowance(s) attached to the post.**

**Strategic Objectives/Purpose of the Division:**

* To provide legal advice to the management of the organization and internal Units on consumer matters and the application of the Consumer Protection Act or any other consumer related legislation.
* To enable the functions of the Board through the provision of administrative and secretarial support to the Board and Committees.

**Job Purpose:**

Under the direction of the Chief Executive Officer, the incumbent:

* provides advice to internal Units on matters pertaining to the Consumer Protection Act and other consumer related legislations, and any other legislation that is applicable;
* prepares cases relating to violations of the Act before the courts, the Consumer Protection Tribunal, or any other adjudicative bodies;
* provides administrative and secretarial support to the Board and prepares special advisory reports and opinions when requested by the Board;
* records minutes of Board, ensures their accuracy and availability, maintains membership records and performs other duties as the need arises;
* provides administrative support to the Telecommunications Appeals Tribunal and the Electricity Appeals Tribunal;
* Provides administrative/secretarial support to the Consumer Protection Tribunal.

**Key Outputs:**

* Legal advice and opinions provided to the CAC and to Consumers and the Consumer Protection Tribunal.
* Cases prepared for prosecution at the Consumer Protection Tribunal and other Courts of Law.
* The review of contracts and other legal documents relevant to the operation of the CAC.
* The review of relevant documents pertaining to consumers’ complaints.
* Research and drafting of policy papers and proposals on consumer related issues for Board submission and ministerial consideration.
* Active participation in the formulation and implementation of proposed consumer related projects domestically and internationally.
* Relevant reports produced for the executive office, Board, and tribunal.
* Cabinet Submissions drafted as required.
* Participation in the development and implementation of guidelines and policies within the organization.
* Administrative support provided to the CAC and the Secretariat of the Consumer Protection Tribunal.
* Accurate Board minutes taken and approved.
* Official Board records of minutes and members maintained.
* Meeting agenda and Board booklets produced.
* Timely Board notice provided.
* General correspondence and communication with the Board handled.

**Key Responsibility Areas:**

**A. Legal**:

1. **The Consumer Affairs Commission:**
2. Provides legal advice to the Chief Executive Officer and Units and other relevant personnel on routine and specialized legal matters.
3. Participates in negotiations and drafts or peruses contracts on behalf of the Commission and ensures conformity with the related laws and policies and in the interest of the Commission.
4. Prepares technical briefs for the Chief Executive Officer as required.
5. Assists with the co-ordination of the drafting of new laws and regulations relating to the Commission.
6. Assists with the development and review of the legal framework for the reform of consumer protection in Jamaica to maintain relevance to the changing environment and its alignment to regional and global standards.
7. Prepares and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit.
8. Develops, implements and maintains policies and procedures to guide the operations of the Unit and other departments as required.
9. Examines consumer related Bills and policy papers emanating from other sectors.
10. Represents the Commission at local and international meetings, conferences and other fora as required; establishes and maintains network linkages to the advancement of the mandate of the CAC.
11. Participates in meetings with consumers, providers, stakeholders, and partners as required.
12. Keeps abreast of international conventions related to the Commission’s activities and interprets and advises on their implications.
13. Assists in the co-ordination of the provision of secretariat support for the Telecommunications Appeals Tribunal, and the Electricity Appeals Tribunal.
14. **Consumer Protection Tribunal Secretariat**:
15. Research and draft updates to the existing Consumer Protection Guidelines and forms.
16. Prepare, co-ordinate and commence legal proceedings on behalf of the Commission and consumers in an effort to prosecute offenders approved for presentation at the Consumer Protection Tribunal or any other court in relation to any violation of the Consumer Protection Act or any other legislation that grants such authority.

**B. Corporate Governance:**

1. Records and ensures approval of accurate minutes of Board.
2. Maintains records of the organization as required by law and made available when required.
3. Maintains official records of members of the Board and made available when required.
4. Manages correspondence of the Board.
5. Ensures that proper notification is given of meetings.
6. Provides items for the Agenda as appropriate.

**C. Other Responsibilities:**

1. Engages in media interviews where necessary.
2. Participates in field operations and community outreach activities where necessary.
3. Performs any other related duties which may be assigned from time to time.

**Authority:**

* Makes recommendations concerning actions to be taken when the Commission is exposed to legal action.
* Fiat to prosecute under the Consumer Protection Act.
* Implement legal proceedings on behalf of the Commission or consumers as required.

**Performance Standards:**

* Legal advice/opinions are sound and reflect strong forensic research.
* Reports are accurate and produced within specified timeframes.
* Contracts are construed/prepared comprehensively and conform with related laws and government policies.
* Established Unit and personal targets are achieved.
* Ethical standards are maintained in the conduct of professional and personal business.
* Administrative support provided to the Chief Executive Officer and the Tribunals is timely and efficient.
* Board and Committee meetings are attended.
* Minutes are accurately recorded, produced, and archived within specified timeframe.
* Briefs/reports are accurate and produced within a specified timeframe.
* The Flow of information between the Board, Sub-Committees, and management is facilitated in a timely manner.
* Monitoring and follow-up actions are performed in a timely manner, to ensure the fulfillment of Board requests.
* Board contact list is maintained.
* Legal support provided to the Secretariat of the Consumer Protection Tribunal.

**Special conditions associated with the job:**

* Media interviews outside of regular work hours
* Weekend engagements where necessary
* Impromptu Board engagements where necessary

**Required Competencies:**

Technical

* Professional Knowledge
* Consultation
* Communication
* Litigation
* Research capabilities
* Dispute Resolution skills

Core Competencies

* Teamwork and cooperation
* Leadership
* Analytical thinking
* Goals/Results oriented
* Impact and influence
* Integrity
* Interpersonal skills
* Change management
* Strategic vision
* Social skills
* Compliance
* Problem solving and decision making
* Managing external relationships

**Minimum Required Education and Experience**

1. LLB.
2. Certificate of Legal education.
3. Six (6) years practising as an attorney-at-law and experience in private or public sector, three (3) of which must be at supervisory level.
4. Three (3) years of practical Trial/Court experience.
5. A secondary or a Master’s degree in a related field would be an asset.

**Specify licensing or certification necessary for the job**

* Current GLC Practicing Certificate.

Application letters accompanied by resumes should be **emailed** no later than **September 1, 2023,** to:

The Finance and Administrative Manager

Consumer Affairs Commission

34 Trafalgar Road, Kingston 10

Email: [jobs@cac.gov.jm](mailto:jobs@cac.gov.jm)

**Please note that only shortlisted candidates will be contacted.**