



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of **Legal Officer (JLG/LO 2)** in the Office of the Children's Advocate (a Commission of Parliament) on a fixed term contract; salary and allowances are in keeping with the Government salary scale.

JOB SUMMARY

Under the general direction of the Deputy Children's Advocate and the Children's Advocate, the Legal Officer by providing legal representation for children and advising government authorities and other stakeholders on child rights and related laws and policies.

MAIN DUTIES

- Provides legal representation to OCA clients in courts;
- Assists with the development and execution of the Strategic Plan for the Legal Unit;
- Assesses the effectiveness and sufficiency of recommendations, guidelines, laws, policies and practices impacting the rights and best interests of children;
- Advises on the interpretation of the Child Care and Protection Act and other relevant Acts of Parliament;
- Assists with the preparation of the quarterly and annual reports for submission to the Children's Advocate;
- Any other duties and responsibilities assigned by the Legal Manager from time to time.

REQUIRED COMPETENCIES

- In-depth knowledge of the Child Care and Protection Act, child rights; guidelines, cabinet processes and government decisions;
- Strong interpersonal and communication skills;
- Strong strategic thinking, analytical and problem solving skills;
- Excellent interviewing and investigative skills;
- Interest in child welfare matters.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Law Degree
- Certificate in Legal Education
- Admission to the Jamaican Bar
- A minimum of three (3) years' experience in a similar capacity, one (1) year of which should be at a senior level

Interested persons are invited to submit their applications accompanied by a detailed resume with the names, addresses and contact details of two (2) referees no later than **4:00 pm, Friday, November 16, 2018** to:

The Manager, Human Resource and Administration

Office of the Children's Advocate

11th Floor, Air Jamaica Building

72 Harbour Street

Kingston

Email: vacancies@oca.gov.jm or Fax: 876-922-6785

We thank all applicants for their interest, please be advised that only short-listed candidates will be contacted.