



CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the under-mentioned position in the Directorate of Corporate Services

LEGAL OFFICER (LEVEL 7)

QUALIFICATION AND EXPERIENCE:-

- Bachelor of Laws Degree (LLB)
- Certificate in Legal Education
- At least two (2) years' experience working as an Attorney at Law with particular training in Civil Litigation (particularly personal injury and property damage claims), Conveyancing and property Law, Contracts (particularly Building and Commercial).

SKILL REQUIREMENTS: -

- Knowledge of specific laws, regulations and procedures and practices affecting the nature of the functions of the National Works Agency.
- Experience in the area of Civil Litigation, Conveyancing and Contract Law.
- Full professional legal training in the areas of Conveyancing and Contract Law
- Excellent interpersonal and negotiation skills.
- Sound knowledge of relevant computer applications and systems.
- Highly developed oral and written communication skills

REPORTING RELATIONSHIP

Reports to: Legal Services Manager

HIGHLIGHT OF JOB FUNCTIONS:-

- Advise Directorates/Departments on the general law and in particular on all matters relating to the work of the Agency (inclusive of the Main Roads Act, Land Clauses Act, Road Protection Act, among others)
- Act as instructing Counsel in preparing briefs for the Attorney General's Department in respect of actions being initiated or defended by the Agency in cases of claims made against it.
- Prepare legal opinions for the Agency and advise on its liability in particular cases and on appropriate steps to be taken to resolve any dispute matter, particularly disputes relating to Construction Contract (FIDIC Standard Form Contracts).
- Execute land purchase transactions inclusive of preparing Sales Agreements, Transfers and other relevant and/or appropriate Legal Instruments to enable the Agency to acquire all lands earmarked for roadworks, inclusive of registrations of lands purchased in the name of the Commissioner of Lands.

Salary: \$5,198,035.00 per annum

**Applications should be submitted no later than
Tuesday, December 10, 2023 and addressed to:**

**Human Resource Manager
National Works Agency, 140 Maxfield Avenue, Kingston 10
or**

**Application can be sent via email to:
Recruitment@nwa.gov.jm**

"Developing Safe, Reliable & Quality Roads"