



CAREER OPPORTUNITY

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

MANAGER LEGAL SERVICES (LEVEL 8)

QUALIFICATION AND EXPERIENCE:-

- Bachelor of Laws Degree (LLB)
- Certificate in Legal Education
- At least five (5) years' experience working as an Attorney at Law with particular training in Conveyancing and Property Law; Contracts (particular Building and Commercial). Training in FIDIC Contracts would be an asset.

SKILL REQUIREMENTS: -

- Knowledge of specific laws, regulations and procedures and practices affecting the nature of the functions of the National Works Agency.
- Knowledge of Procurement Law and Procedures.
- Full professional legal training in the areas of Conveyancing and Contract Law
- Highly developed interpersonal and team skills.
- Sound knowledge of relevant computer applications and systems.

REPORTING RELATIONSHIP

Reports to: Director of Corporate Services

HIGHLIGHT OF JOB FUNCTIONS:-

- Create and maintain the records within your purview in keeping with the Agency's Records. Management Policy.
- Chair the Asset Protection and Recovery Board and sits on various committees to include the Internal Review Committee.
- Ensure the timely submission of all documents/information requested.
- 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.
- 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 so earmarked for roadworks, inclusive of registrations of lands purchased in the name of the Commissioner of Lands.

SALARY:\$6,820,273.00 PER ANNUM

**Applications should be submitted no later than
Tuesday, December 12, 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"