



CAREER OPPORTUNITY

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 training in: Civil Litigation (particularly personal injury and property damage claims), Conveyancing and Property Law, Contracts (particular Building and Commercial)

PRINCIPAL DUTIES/RESPONSIBILITIES/ SKILLS/COMPETENCE:

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but not limited to the following:

- Knowledge of specific laws, regulations and procedures and practices affecting the nature of the functions of the National Works Agency.
- Experience in the areas of Civil Litigation, Conveyancing and Contract Law.
- Proficient in the use of Microsoft Office Suite of applications
- Provide legal advice to various Directorates and Departments of the Agency and the Attorney General's Chambers when required or assigned
- Conclude contracts and general land acquisition and all other matters relating to the function of the Agency as assigned
- Initiate Civil Proceedings on behalf of the Agency
- Highly developed oral and written communication skills.
- Excellent negotiation skills.
- Excellent interpersonal skills
- 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 airmarked for roadworks, inclusive of registration of lands purchased in the name of the Commissioner of Lands.

Submit application in writing no later than
Wednesday, June 29, 2022 to:
Manager, Personnel and Industrial Relations,
National Works Agency,
140 Maxfield Avenue, Kingston 10 or email:
recruitment@nwa.gov.jm

The Agency thanks all applicants in advance. Only individuals short-listed will be contacted.