INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following **temporary post** in the Central Administration of the Institute of Jamaica (IOJ):

Legal Officer
(JLG/LO 3) Pay Band 10

JOB SUMMARY

The Legal Officer provides timely, comprehensive, high-level legal support, regulatory compliance oversight, and tactical advisory services to enable the Institute of Jamaica to fulfil its strategic and statutory mandate.

The incumbent is responsible for delivering sound legal advice, conducting rigorous legal research, and drafting authoritative legal opinions including spearheading the modernization and revision of the *Institute of Jamaica Act*, managing and safeguarding the organisation's interests in contracts and leases, and serving as the primary liaison to the Attorney General's Chambers. Additionally, the Legal Officer robustly represents and defends the Institute's interests in the courts of law, the Ministry of Labour and Social Security, and before the Industrial Disputes Tribunal.

KEY RESPONSIBILITY AREAS

Core Legal & Advisory Support

- Delivers direct legal guidance and opinions to the Executive Director and divisional heads.
- Assesses internal policies, operational procedures, and institutional frameworks for legal compliance and risk exposure.
- Monitors legal matters, liaises with state entities like the Attorney-General's Chambers, and represents the organization at hearings.

Legislative & Project Management

- Directs the statutory and legislative review process to update and modernize the Institute of Jamaica Act.
- Drafts project proposals, formal legal briefs, and prepares major institutional reports, including reports to the Council, Ministry, and for the Annual Reports.

Strategic & Administrative Planning

- Develops and manages the Legal Unit's annual budget, strategic plan, and operational plan.
- Represents the Institute by participating in official meetings, governance seminars, workshops, and training conferences.
- Prepares and delivers legal presentations
- Follows-up and provides updates on legal matters and attends hearings

Legal Advisory & Governance

- Conducts deep legal research to provide sound guidance supporting the IOJ's mission-critical functions.
- Drafts formal written opinions and advisory notes on various legal matters affecting the organisation.
- Accompanies and advises the Executive Director at parliamentary meetings and sits on the Council's Human Resource Committee to ensure statutory compliance.

Contract & Asset Management

- Prepares, reviews, and oversees high-stakes legal documents, including leases, contracts, agreements, and Memoranda of Understanding (MOUs).
- Monitors and oversees all land sales and purchases involving the Institute.

Negotiations & External Relations

- Leads or participates in critical negotiations with major labour unions, specifically the Jamaica Civil Service Association (JCSA) and the Jamaica Association of Local Government Officers (JALGO).
- Negotiates with tenants and external law firms.

Departmental Operations & Strategy

- Plans, develops, and implements overarching legal standards and programs across the IOJ.
- Establishes and maintains a rigorous, effective case management and legal filing system.

Minimum Required Education and Experience

- Bachelor of Laws Degree (LLB)
- Certificate in Legal Education
- Training in law reform and legislative drafting would be an asset
- Five (5) years' professional experience as an Attorney.

Basic Salary: $6,649,966 per annum

Applications should be submitted no later than **November 30, 2026** to:

DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET. KINGSTON
Email personnel@instituteofjamaica.org.jm