



**DEPARTMENT OF CORRECTIONAL SERVICES**  
**CAREER OPPORTUNITY**  
**SENIOR LEGAL OFFICER (JLG/LO 4) - VACANT**

The Department of Correctional Services is seeking a highly skilled and motivated professional to join our team as **Senior Legal Officer** in the **Legal Services Unit, Executive Office**. This is a leadership role for an experienced legal practitioner who is proactive, analytical, and passionate about driving results through collaboration and team-building. The successful candidate will make a meaningful impact on the Department's legal framework while enjoying a competitive salary ranging from **\$7,716,512 to \$10,377,851** per annum and any allowance applicable to the post.

**JOB PURPOSE**

The Legal Officer provides high-level legal support to the Department of Correctional Services (DCS), ensuring that its operations align with applicable laws, regulations, and policies. The incumbent manages the daily activities of the Legal Unit and advises on a broad spectrum of legal matters, including administrative, civil, and constitutional issues to support sound decision-making and effective risk management.

**The duties and responsibilities include but are not limited to the following:**

**KEY RESPONSIBILITIES**

**Technical/Professional:**

- Conducts a range of complex legal research on matters arising in the Department to provide legal guidance and support in furtherance of the functions of the Department;
- Prepares written opinions and advice on a range of complex legal matters impacting the Department;
- Liaises with the Ministry of National Security on matters of law reform;
- Provides legal advice on draft legislation or draft policy papers submitted by the Ministry of National Security;
- Provides legal support to the Department during all aspects of the legislative review process, commencing at the development of policy;
- Prepares, reviews, and amends legal documents or instruments required by the Department;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding, and other commercial documents;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of or against the Department and assists in inter alia, preparing, collating, and executing Affidavits and other evidentiary matters in litigation Employees (Civilian and Uniformed) and Inmates;
- Makes recommendations to the relevant officers of the Department to undertake investigations, as well as the preparation of statements and affidavits to facilitate the proper representation of the Department in litigious matters;
- Prepares legal briefs to the Attorney General's Chambers to support the escalation of nuance or highly complex legal matters or matters;
- Compiles and reviews submissions to be provided by the Department in response to queries by the Public Procurement Commission, Integrity Commission, requests under the ATI Act, appeals under the ATI Act, and other appeals;
- Follows up and provides updates on legal matters and attends hearings on behalf of the Department;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making from a legal perspective;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in Department of Correctional Services (DCS) initiatives;

- Keeps abreast of international conventions related to the Department's activities and interprets and advises on its implications;
- Establishes effective networks, build and maintain strong relationships with Key Stakeholders to keep informed the Department and to facilitate the effective sharing of information and to ensure that the Department's strategic interests are advanced;
- Manages the confidentiality of documents kept within the Unit in keeping with the Data Protection Act;
- Visits the Department's outstations and correctional institutions, where necessary, to gather information to execute duties;
- Manages the planning and execution of training workshops on a range of legal matters, including Adjudication, Investigation, the Corrections Act, and attendant Legislation;
- Prepares and delivers legal presentations as needed.

#### **Management/Administrative:**

- Prepares the Units Operations Plan and budget, ensuring their alignment with the strategic objectives and priority programmes of the Department;
- Develops, implements, and maintains policies and working instructions to guide the operations of the Unit;
- Participates and submits performance and other reports as required, and ensure the timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, and seminars on matters relating to the Department and its stakeholders.

#### **Human Resource Management/Supervisory:**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination, and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Department's goals;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious industrial relation environment;
- Reviews submissions of the Human Resource Management and Administration Unit(s) in accordance with the Public Service Regulations (1961) as requested;
- Develops, implements and maintains policies and procedures to guide the operations of the Department;
- Provides advice on contracts and tender documents to appropriate staff to ensure compliance with the GOJ's Procurement Policy;
- Participates in and represents the Department on committees.

#### **Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

## **SPECIFIC KNOWLEDGE, SKILLS & ABILITIES**

### **Legal Expertise & Advisory:**

- Comprehensive knowledge of the Laws of Jamaica, including the Corrections Act, attendant regulations, and other applicable legislation governing correctional services, human rights, and criminal justice.
- Strong understanding of Constitutional, Administrative, and Legislative law, with the ability to provide authoritative legal advice to senior leadership and policymakers.
- Proven ability to draft, review, and interpret legislation, contracts, agreements, and policies to ensure compliance with national laws and international standards.

### **Policy Development & Compliance:**

- Skilled in developing and implementing legal and regulatory frameworks that align with government objectives and international best practices.
- Ability to ensure compliance with statutory and regulatory requirements, while safeguarding the rights of staff, inmates, and stakeholders within the correctional system.
- Capacity to identify and mitigate legal risks, providing strategic guidance to reduce exposure to litigation and reputational harm.

### **Strategic Leadership & Influence:**

- Strong leadership and management skills, with the ability to influence, motivate, and guide cross-functional teams and stakeholders.
- Ability to contribute to strategic decision-making at the executive level, balancing legal considerations with operational realities.
- High resilience and adaptability, with the capacity to navigate ambiguity, conflict, and institutional change.

### **Communication, Advocacy & Negotiation:**

- Exceptional written, verbal, and presentation skills, with the ability to simplify and communicate complex legal issues to non-legal audiences, including policymakers, staff, and the public.
- Skilled in negotiation, mediation, and dispute resolution to protect institutional interests while fostering constructive stakeholder relationships.
- Proven experience representing institutions in high-level legal forums, tribunals, and inter-agency committees.

### **Analytical & Problem-Solving Skills:**

- Advanced analytical ability to assess the implications of political, economic, and social changes on the correctional sector and the wider GOJ framework.
- Strong problem-solving and critical thinking skills, with the capacity to design and implement legal solutions that are practical, ethical, and sustainable.

### **Technology & Professional Proficiency:**

- Proficiency in Microsoft Word, Excel, PowerPoint, MS Project, and specialized legal software applications.
- Ability to leverage technology to enhance legal research, document management, case tracking, and reporting.
- Familiarity with international human rights instruments and correctional best practices supported by modern legal technology.

## **MINIMUM QUALIFICATION AND EXPERIENCE**

- Bachelor of Law (LLB);
- Legal Education Certificate (LEC);
- Minimum five (5) years of progressive experience at the Bar;
- Minimum of three (3) years of experience in the discipline of corrections.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working conditions;
- Meeting critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island-wide and overseas;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 12, 2025** to the:

Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5 – 7 King Street  
Kingston

Email: [career@dcsjm.gov.jm](mailto:career@dcsjm.gov.jm)

**Subject: Senior Legal Officer (JLG/LO 4)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.**

**The Department wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Department.**