



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Paralegal Officer (New post)
JOB GRADE:	PLG/LS
POST NUMBER:	
DIVISION/BRANCH:	Legal Services Division
SECTION/UNIT:	N/A
REPORTS TO:	Director Legal Services
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Director Legal Services, the incumbent is responsible to provide legal support to ensure effective operation of activities of the Division.

2. KEY OUTPUTS (Results, Deliverables)

- Research conducted;
- Information validated;
- Legal documents drafted;
- Updated laws and regulation monitored.
- Monthly reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

B.) Technical/Professional

- Performs legal and factual research, identifying relevant judicial decisions, legal articles and other relevant material pertaining to the Ministry of Health;
- Organises and analyse information;
- Cross check and validate information for submission to the Director Legal Services;
- Drafts legal documents including briefs, agreements, contract and legal memoranda;
- Prepares letters, memoranda and other correspondence for the Director, Legal Services signature;
- Reviews and monitors new and updated laws and regulations pertaining to the Health Sector;

- Assists with all aspect of personal issues matters; including employment litigation;
- Keeps up-to-date on legislative, regulations and health related development, changes and trends;
- Prepares monthly reports on activities undertaken.

C.) Other Responsibilities

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Research conducted in an efficient and timely manner;
- Information validated and submitted within set timeframe;
- Legal documents drafted in keeping with request and prepared in the appropriate format ;
- Updated laws and regulation monitored to ensure appropriate application as it affects the health sector;
- Monthly reports on activities undertaken are accurate and comprehensive.
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Accuracy and timeliness are consistently maintained.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Director, Legal Services	Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback.
Senior Legal Officer	Obtain advice, receive directives and guidance, information regarding portfolio,

Contact (Title)	Purpose of Communication
	and provide feedback.
Members of staff in the Division/Ministry	Obtain and share information
Regional Health Authorities	Obtain and share information, relating to pending cases

ii) External

Contact	Purpose of Communication
Attorney General's Department	Matters relating to pending cases
The Public	Gives routine and standard information on request

6. REQUIRED COMPETENCIES:

Core

- Excellent oral and written communication skills
- Excellent presentation skills;
- Good research skills;
- Good analytical and critical thinking skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Attention to detail and accuracy;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Managing External relationships

Technical

- Thorough knowledge of legal principles and practices;
- Thorough knowledge of research techniques;
- Thorough knowledge of legal terminology;

- In depth knowledge of Ministry of Health's laws and regulations;
- Proficiency in the use of relevant computer software and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors/Associate Degree in Paralegal Studies

OR

- Bachelors Degree in a related field and Certificate in Paralegal Studies
- At least one (1) year working experience in a similar capacity.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- May be required to work beyond normal working hours from time to time.

9. AUTHORITY TO:

N/A

10. WORKING CONDITION:

- Normal office conditions