

CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Rural Agricultural Development Authority

JOB TITLE:	Senior Legal Officer
JOB GRADE:	JLG/LO 3
POST NUMBER:	
DEPARTMENT:	Office of the CEO
REPORTS TO:	CEO
MANAGES:	Senior Secretary

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

STRATEGIC OBJECTIVE

1. Provide farmers with a comprehensive and efficient extension service that fully utilises ICT technology to support, modernise and increase agricultural production, productivity and farmer income;
2. Promote the diversification of agriculture, and improved post harvest handling, agro-processing and livestock production to increase the value of agriculture to the national economy, thereby also improving the standard of living of farm families;
3. Supply farmers, processors and marketers with real time market intelligence, to enhance incomes by reducing surpluses or shortages;
4. Maintain an up to date farmer registration database, giving full details of type of cropping patterns, type of livestock production, location and size of holdings;
5. Promoting land husbandry practices which preserve the natural resource base and discourage farming practices which lead to environmental degradation, particularly in critical watersheds;
6. Ensure that plant and animal, health and safety standards are maintained by educating farmers, thereby ensuring national and international confidence in Jamaican agricultural products;
7. Encourage farming communities through group activities to improve family health and nutrition, reinforce social cohesion and supplement household income through the development and marketing of new agro processed products;
8. Implement national policy initiatives for food security, rural and national economic development; whilst fostering linkages with international donors, NGO's and CBO's and other relevant agencies;
9. Implement appropriate disaster mitigation measures, ensuring a high level of preparedness within farming communities, effectively carrying out damage surveys and developing appropriate strategies to restore productivity once the event has taken place;
10. Attract more young people into agriculture by establishing and strengthening linkages with school garden programmes and the 4 H movement;
11. Develop a human resource capability aligned with the overall mission of the Authority which will ensure officers have a clear career development path and are regularly trained and updated in the latest technologies;
12. Maintain a high level of corporate governance accountability and transparency by ensuring that all financial management, accounting, procurement, monitoring and evaluation systems satisfy the

legal and managerial requirements of a Statutory body which is moving towards an effective, performance based, executive agency.

JOB PURPOSE:

Under the general direction of the Chief Executive Officer, the incumbent is responsible for:

- planning and executing the general legal activities of the Authority
- providing administrative and secretarial support to the Board,
- maintaining the official seal and all official documents such as Acts/Regulations, Minutes of all Board and Committee meetings and Annual reports.
- providing advice on all legal matters and corporate governance

KEY OUTPUTS:

- Legal documents prepared
- New laws and regulations prepared
- Amendments to existing laws drafted
- Meetings organized and Minutes produced
- Board reports published
- Board Procedural manual developed and implemented
- Corporate governance standards and policies developed and promulgated
- Records/documents and corporate seal maintained
- Information/advice provided

KEY RESPONSIBILITY AREAS

Legal Responsibilities

- Prepare, review, amend and interpret Contracts, Memorandum of Understanding, Lease, Policies, Regulations and other legal documents to be entered by RADA.
- Examines and comments on bills emanating from government ministries which may be related to agricultural production and rural development issues.
- Coordinates with the office of the Chief Parliamentary Counsel and the Attorney General's Office in the preparation of new laws and regulations relating to the Authority
- Instructs the Chief Parliamentary Counsel to ensure that the policies of the Authority are represented in Bills
- Provides legal advice on international conventions relevant to the Authority
- Prepares all Cabinet Submissions seeking approval for the enactment of laws
- Drafts necessary amendments to existing laws related to the regulatory framework and administration of the Authority

- Attends meetings of the legislation committee and sittings of the House of Representative at which Bills relevant to the Authority are being considered
- Prepare written opinion, correspondences and briefs for meeting and conducts legal review of documentation in support thereof
- Attend meetings, tribunal, courts for hearing and /or case management
- Participate in disciplinary matters related to RADA staff.

Corporate Governance Responsibilities

- Organizes meetings of the Board and its committees; prepares notices and agenda, prepares venue and takes care of general housekeeping.
- Attends meetings of the Board and its committees; records proceedings, prepares resolutions, produces and distributes minutes to board/committee members.
- Circulate Board decisions which require action and monitors implementation thereof.
- Keeps Directors abreast of all communications and directives from the Chairman.
- Coordinates publication of the Authority's Annual Report and other major reports.
- Develops and implements an operating manual for the Board of Directors; provides orientation for new directors to the Board and serves as a primary contact for directors.
- Participates in the development of a performance evaluation framework for Board and Committee members.
- Develops and promulgates the adoption of corporate governance standards and policies for the Authority to include Board, Committees, Executive Management Functions.
- Maintains a system for the control and safe custody of all permanent records, documents and reports of the Board as well as specified official company records.
- Coordinates the disbursement of payments and other benefits to directors and keeps appropriate records.
- Prepares briefs for the instruction of the Chairman of the Board to enable his effectiveness in addressing various meetings/matters.
- Provides relevant persons/agencies with information and assistance with respect to Board activities, procedures and its records.
- Maintains custody and governs use of corporate seals.

OTHER RESPONSIBILITIES

- Performs any other related duties, which may be assigned by the CEO.

AUTHORITY

- Instructs the Chief Parliamentary Counsel
- Drafts amendments for existing laws
- Interprets and advises on International conventions
- Develops corporate governance standards

PERFORMANCE STANDARDS

- Legal documents are prepared within agreed time frame and with acceptable legal requirements
- New laws/regulations and amendments to existing policies are prepared in a timely manner, with advice from the Attorney General and Chief Parliamentary Counsel and followed through to enactment.
- Meetings organized and minutes produced accurately, in acceptable format and within agreed time frame.
- Board reports published in accordance with legal requirements and within agreed time frame
- Board operating manual developed and implemented in accordance with set guidelines and within agreed time frame
- Corporate governance standards and policies developed and promulgated within agreed time frame and in keeping with government policy as well as modern trends.
- Records, documents and corporate seal are maintained safely and securely.
- Information/advice provided is accurate and leads to business development.
- Confidentiality and integrity exercised at all times

INTERNAL AND EXTERNAL CONTACTS

Internal

National Board	Providing advice/reports
Chief Executive Officer	Receiving directives
Principal directors	Providing advice/guidance
Senior Directors	Providing advice/sharing information

External

Attorney General's Chambers	Development/revision of laws
Office of Parliamentary Counsel	Collaboration in carrying out responsibilities
Ministry of Agriculture Legal Dept.	
Government Ministries	Information sharing/collaboration
Legal Firms	Interface when matters of such nature occurs

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to meet regular critical deadlines

REQUIRED COMPETENCIES

- Excellent knowledge of Government regulations, policies and procedures
- Good knowledge of the regulations, policies and procedures of the Rural Agricultural Development Authority
- Working knowledge of International Conventions relevant to the Authority's activities
- Sound knowledge of the Laws of Jamaica

- Knowledge of Public Sector Management
- Excellent interpersonal and customer relations skills
- Excellent oral and written communication skills
- Good planning and organizational skills
- Good analytical and problem-solving skills
- Ability to work on own initiative
- Proficiency in the use of relevant computer applications

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Laws Degree (LL.B.)
- Certificate in Legal Education
- Five (5) years experience in private or public sector three (3) of which must be at senior management level.