



## CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA  
Invites applications from suitably qualified persons for the post of

### **DIRECTOR, LEGAL AFFAIRS (JLG/LO 4)**

Salary range: \$3,420,191 – \$4,065,532 per annum plus any allowances attached to the post.

#### Job Summary

Under the general direction of the Director of Elections, the incumbent is responsible for:

- Interpretation and application of existing legislations, reviewing international best practices and standards relating to the conduct of elections, the registration of voters and all other processes pertinent to the administration of election.
- Conducting general and special research and providing pertinent information that will form the basis for preparation of amendments to existing legislations; and which may be required as response to election petitions.
- Providing professional legal advice in respect of administrative functions of the ECJ/EOJ.

#### Core Duties

- Prepares legal instructions and formulate response of Director of Elections / Electoral Office to matters contained in election petitions for submission to the Attorney General's Department.
- Drafts recommendations to Electoral Commission of Jamaica regarding changes to electoral procedures based on findings of research / field observation.
- Researches and prepares based on acceptable standards and sound principles of legal research, reference, conference and position papers for presentation at local and international conferences and fora.
- Attends Court and assists in the conduct of matter where necessary
- Reviews and advises on legal implications of internal policies and procedures
- Provides advice on contracts and tender documents to appropriate staff to ensure compliance with government procurement policy
- Develop, implement and maintain policies and procedures to guide the operations of the unit
- Provides legal advice to the Commission on new and emerging trends and issues relating to and impacting on Campaign Financing, registration of voters and general election related issues.

#### Minimum Qualification and Experience

- Bachelor of Laws (LLB) Degree from an accredited institution.
- Certificate in Legal Education from the Council of Legal Education
- Sound knowledge of Microsoft Office Suite
- Minimum of three (3) years in a legal department with experience in the following areas: Administrative Law & Practice, Civil Liability (torts, contract and claims management); Employment Law

Applications should be submitted by September 23, 2022 to:  
The Director, Human Resource Management  
P.O. Box 671, G.P.O.  
Kingston  
Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)

We thank all applicants for their interest but only shortlisted candidates will be contacted.

Individuals who applied in response to a previous advertisement remain a part of the selection process and need not re-apply.