



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

LEGAL OFFICER (Level 7) (Contract)

Minimum Requirement

QUALIFICATION AND EXPERIENCE

- Bachelor of Laws Degree (LLB)
- Certificate in Legal Education
- At least three (3) years experience working as an Attorney at Law with particular training in Conveyancing and Property Law; Contracts (Building and Commercial); Property Damage and Personal Injury.
- Knowledge of the Land Acquisition Act and Procedures and FIDIC Forms of Contract are a plus.

SKILLS REQUIREMENT

- Knowledge of specific laws, regulations and procedures and practices affecting the nature of the functions of the National Works Agency
- Full professional legal training in the areas of Conveyancing and Contract Law
- Highly developed oral and written communication skills.
- Good negotiation interpersonal and team skills
- Sound knowledge of relevant computer applications and systems.

REPORTS TO: Manager, Legal Services

SUMMARY OF DUTIES

- Liaise with land owners and or their representatives in order to acquire lands slated for road works
- Prepare and/or review the requisite notices for service under the Land Acquisition Act
- Prepare and/or review all legal documents inclusive of Sale Agreements, Instruments of Transfer and other relevant and/or appropriate Legal Instruments to enable the acquisition of all lands so earmarked for roadworks, inclusive of registration of lands purchased in the name of the Commissioner of Lands
- Advise Project Unit on the general law and in particular on all matters relating to the work of the Agency, inclusive of the Main Roads Act, Land Clauses Act, Road Protection Act, Land Acquisition Act, Registration of Titles Act among other matters related to the project.
- Prepare legal opinions for the Agency and advise on its liability in particular cases and on appropriate steps to be taken to resolve any dispute matter related to projects
- Liaise with other Ministries/Agencies/Departments of Government (Local authorities, Attorney General Department, Commissioner of Lands, Registrar of Titles, Registrar of Companies, Stamp Office) to discuss, give and obtain advice on matters relevant to the Project functions

**Submit application in writing no later than
Friday, December 10, 2020 to:
Manager, Personnel and Industrial Relations,
National Works Agency, 140 Maxfield Avenue,
Kingston 10 or email: recruitment@nwa.gov.jm**

The National Works Agency thanks all applicants in advance for responding. Only short listed applicants will be contacted.

"Developing Safe, Reliable & Quality Roads"