



We invite all suitably qualified candidates to apply for the post of ***Senior Director, Legal Services (JLG/LO 5)***.

Salary Range: \$9,401,821 - \$12,644,404 per annum

Job Purpose

To support JSEZA's strategic objectives by providing analytical, objective and independent legal advice to assist in decision making, policy development and effective corporate governance

Strategic Focus

- The effective engagement of the Legal Services Division in supporting the execution of JSEZA's core business processes
- To lead the continuous review and improvement of the legislative framework and reinforce adherence to policies by constitutionalising precedents of law, local and international best practices and any other legal documentation.
- To provide high-quality Corporate Secretarial Services to the JSEZA Board
- To develop partnership and collaborate with other legal departments and organisations mandated to support Jamaica's economic development.
- Develop a strong and capable Legal Services Division
- To engage, direct and support persons to contribute to the effectiveness of the quality management system

Qualifications & Experience

- Bachelor of Laws Degree (LLB) from a recognized University
- Qualification to practice as an Attorney-at-Law in Jamaica
- 10-15 Years' experience at the Criminal and Civil Bar with significant practice at a senior level particularly in the area of Corporate Law
- Previous experience in legislative drafting would be an asset

Job Specific Skills

- Knowledge and significant experience in Contract Law, Litigation, Tort, Labour Law and Intellectual Property Law,
- The incumbent must have a thorough understanding of the SEZ laws and other laws of Jamaica that affect his/her areas of work and the Authority in general. The role holds a strategic position at the heart of governance operations within the Authority and acts as the main advisor on legislative and regulatory information to the Board of Directors, Chief Executive Office and Senior Leadership Team.
- Thoroughly computer literate and skilled in the use of Microsoft Office applications
- Skilled in the use of JSEZA's Document Management and workflow application and the associated reporting tools
- Sound legal writing skills
- Ability to draft legal documents (Warrants, Claim Forms, Indictments, No. 1 Information)
- Knowledge of Court Practice and Procedure
- Knowledge of Government of Jamaica (GOJ) Procurement Rules, Governance and Risk Management.

Applications accompanied by résumés should be submitted:

**Director, Human Resource Management & Administration
Special Economic Zone Authority
Unit 42B, 30 Dominica Drive, The New Kingston Business Centre
Kingston 5**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.