



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITIY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position in the Industrial Disputes Tribunal Secretariat:-

Senior Legal Officer (JLG/LO 4)

JOB PURPOSE

To provide legal support on matters affecting the Ministry of Labour and Social Security with specific duties at the Industrial Disputes Tribunal.

KEY OUTPUTS:

Provide Legal Opinions and Support on a range of legal and quasi-legal issues raised by the Chairman, Members, Secretary/Director or Assistant Secretaries of the Industrial Disputes Tribunal.

KEY RESPONSIBILITY AREAS:

- Conducting research as it regards both legal and quasi-legal matters.
- To instruct, brief and liaise with the Attorney General's Chambers on all legal and quasi-legal issues concerning the Tribunal.
- To instruct, brief and liaise with the Office of the Director of Public Prosecution on all criminal proceedings to be instituted by the Tribunal.
- Interpretation and administration of over twenty (20) labour laws, as well as other laws which impact on the policies and programmes of the Ministry.
- Monitor court proceedings against the Tribunal as well as those instituted by the Tribunal.
- Advise and liaise with external clients in respect to matters affecting labour laws, industrial relations and industrial disputes as they relate to the Tribunal.
- Liaise with the Ministry in the review of, making of recommendations and the submitting of opinions on labour legislation, procedures, proposed policy formulation and issues on the questions of law regarding labour, industrial disputes and related matters.
- To engage in the continuous review of all legal documents, literature, judgements, awards and legislation for the use of the Tribunal and advise on the legal implications.
- To provide training for the officers of the Ministry and the Tribunal on all matters relating to legal issues concerning industrial disputes, industrial relations and labour laws concerning the Tribunal with the view of improving the competency of the officers.
- To give legal support in the dissemination and compilation of information concerning Awards of the Tribunal, the Labour Relations and Industrial Disputes Act, 1975, Procedures and Practices of the Tribunal.
- To give legal support in the revision, discussions, education campaigns and legal/academic exercises concerning industrial disputes, industrial relations and labour laws pertinent to the role and function of the Tribunal.
- To engage in the continuous review and make recommendations regarding the function of the Tribunal and industrial relations matters in general.
- To advise and prepare Briefs and Opinions for the Minister, Permanent Secretary, Director of Industrial Relations, Chairman and Secretary on all legal matters concerning the Tribunal.

- To facilitate the process for the ratification of international conventions to which the Government is a party and to advise on the implications of the conditions under the conventions in order that the obligations arising can be maintained.
- Representing the Ministry/Tribunal at meetings and conferences as required.
- Drafting of Cabinet Submissions for the introduction or amendment of Legislation.
- To carry out any other duties that may be assigned to the office of the Legal Officer.
- To instruct and liaise with Clerk of the Court, Court Officials in the conduct of proceedings in which the Ministry has an interest.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Bachelor of Laws Degree (LL.B.)
- Certificate of Legal Education (CLE)
- Four (4) years experience as a practicing attorney in the public or private sector.
- Officer required to work independently.

Applications accompanied by resumes should be submitted no later than **Friday, January 30, 2026** to:

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4
Email: resume@mlss.gov.jm**

The complete job descriptions may be viewed on our website at:- www.mlss.gov.jm

Please note that only shortlisted persons will be contacted.