



Making Barbados Work Better

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C I R C U L A R

FROM: CHIEF PERSONNEL OFFICER
TO: Permanent Secretaries
Heads of Departments
DATE: 2017-08-02

**Details Regarding the Temporary Post of Legal Officer,
National Insurance Department, Ministry of Labour, Social Security
and Human Resource Development**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for acting or temporary appointment to the above-mentioned post.

QUALIFICATION REQUIREMENTS:

“An Attorney-at-Law”

SALARY SCALE:

Z3-1: \$63,874.32 x 2,318.16 - \$68,510.64 per annum.

DUTIES AND RESPONSIBILITIES:

- Provides technical support to the legal department and is actively involved in the day-to-day operations of the department;
- Collects arrears of contributions, severance, interests and other monies owed to the National Insurance Board;

- Drafts pleadings;
- Conducts research in respect to legal issues pertaining to the National Insurance Board;
- Represents the National Insurance Board in civil cases in the Magistrates Court, High Court and Court of Appeal;
- Provides technical support in relation to the activities of the legal department;
- Appears in the law courts on behalf of the Department; and
- Any other duties that may be assigned from time to time.

SKILLS AND ABILITIES:

- Must possess training in debt collection that is offered by Cohen and Klein Consulting Inc.;
- Excellent negotiation skills;
- Excellent analytical and problem-solving skills;
- Excellent research skills;
- Excellent oral and written communication skills; and
- Must be able to work under pressure.

KNOWLEDGE OF:

- National Insurance Scheme, Severance Payments and the Sugar Workers' Provident Fund;
- Court rules pertaining to debt collection;
- The Public Service Act, Cap. 29, and the General Orders, 1970; and
- PC Application software including Word Processing and Spread sheet.

GENERAL INFORMATION:

The officer must keep up-to-date on policies, rules and regulations that affect the organisation.

APPOINTMENT:

The appointment is temporary and is subject to termination by at least one (1) months' notice on either side.

LEAVE:

Leave is granted as follows:

Forty-two (42) days' vacation leave of which fourteen (14) must be taken annually or lost. There is a maximum accumulation of one hundred and twenty-six (126) days.

Twenty-one (21) days' sick leave per year for permanently appointed officers or fourteen (14) days sick leave per year in the case of temporary officers.

METHOD OF SELECTION:

The selection process will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Judicial and Legal Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process, and approved by the appointing authority will be valid for a period of two (2) years in keeping with Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

All officers will be assessed on the following:

- Relevant qualifications and professional training;
- Experience;

- Appraisal Forms of the Performance Review and Development System (PRDS);
- General suitability; and
- Any other assessment method approved by the Judicial and Legal Service Commission.

It should be noted that the Performance Review and Development System (PRDS) appraisals will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29 and the regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).

Applications on appropriate forms, **(SC 35)** to be used by officers permanently employed in the Public Service of Barbados and **(SC 21)** for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted **through the Permanent Secretary or Head of Department** to reach the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2017-09-15**.

Only applicants who fully meet the eligibility criteria at **2017-09-15** will be acknowledged.

I shall be grateful if you will bring this Circular to the attention of all staff in your Ministry/Department.

J. WILLIAMS (Miss)
for Chief Personnel Officer

JW/db