



Ref. No. 2/64/32
M.P. 6/02/05 Vol. 3
C.P.O. 2017/130

C I R C U L A R

FROM: CHIEF PERSONNEL OFFICER

TO: Permanent Secretaries
Head of Departments

DATE: August 15, 2017

**Details Regarding the Post of Chief 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 within the Public Service for permanent or temporary appointment to the above-mentioned post.

QUALIFICATIONS:

An Attorney-at-Law of not less than ten years' standing and not less than seven years' relevant experience.

DUTIES AND RESPONSIBILITIES:

- Oversees the daily activities of the Legal section to ensure that the operations are effective and efficient;
- Represents the Director in legal matters before the Severance Payments Tribunal, the National Insurance Appeal Tribunals (Benefits), the National Insurance Medical Appeals Tribunals, the National Insurance Commissioner and the Law Courts of Barbados;
- Assists in the collection of all monies due and payable to the National Insurance Board including taking legal action on behalf of the National Insurance Board to recover such monies;

- Manages relationships between the National Insurance Department and external legal counsel;
- Prepares monthly reports on the activities and performance of the section;
- Provides legal opinions and suggestions to the Director, National Insurance;
- Provides the Director, National Insurance with written results of the investigation of legal matters;
- Assists all other sections with legal matters as required;
- Reviews files with external legal counsels and forwards relevant instructions to them on all matters pertaining to debt collection;
- Responds to Attorneys-at-law and Insurance Companies in a timely manner about any disputes in relations to settlements of injury claims caused by third parties;
- Pursues reimbursement of benefits paid to persons injured by third parties and follows up;
- Prepares contracts and legal documents for services;
- Prepares investment documents;
- Reviews legislation and liaises with the Solicitor General, Attorney General and Chief Parliamentary Counsel;
- Maintains time and attendance for section in Kronos Work Force Time Keeper;
- Prepares work plan in collaboration with supervisor;
- Assists direct reports in the preparation of their work plan;
- Conducts quarterly performance review and appraisals;
- Coaches direct reports; and
- Performs any other job-related duties that may be assigned from time to time.

KNOWLEDGE REQUIREMENTS:

- Sound knowledge of legislation pertaining to the National Insurance Scheme, the Severance Payments Schemes, the Sugar Works' Provident Fund and other relevant legislation;
- Sound knowledge of computer application software including word processing and spread sheet packages; and
- Sound knowledge of the Public Service Act, Cap. 29, and the General Orders of Barbados 1970.

SKILLS AND ABILITIES:

- Excellent analytical and problem-solving skills;
- Excellent research skills;
- Excellent oral and written communication skills;
- Sound negotiation and arbitration skills; and
- Ability to work under pressure.

TRAINING

- Training in the systems and procedures being used by the section; and
- Training in supervisory management.

SALARY SCALE:

- S2: \$135,023.64 per annum (fixed).

ALLOWANCES

The following allowances are payable:

- a) taxable and pensionable entertainment allowance at the rate of \$1,103.27 per month;

- b) taxable and pensionable commuted allowance of \$974.78 per month in lieu of the normal travelling allowance rate; and
- c) telephone allowance of \$138.12 per month.

APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period except in the case of serving officers. Temporary appointment is subject to termination by at least one (1) month's notice on either side.

LEAVE:

Leave is granted as follows:

Vacation Leave:

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

Sick Leave:

Twenty-one (21) days sick leave may be granted for permanently appointed officers. Fourteen (14) days sick leave may be granted for temporarily appointed 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) appraisal will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, 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 appointed officers in the Public Service of Barbados and **(SC 21)** for all temporary officers 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.

It should be noted that Circular reference No. C.P.O. 2017/101 dated 2017-07-13 is hereby cancelled.

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

J. WILLIAMS (Ms)
for Chief Personnel Officer

JW/kj