



JAMAICA CIVIL AVIATION AUTHORITY

Career Opportunity

The JCAA invites applications from suitably qualified persons to fill the vacant position of:

PARALEGAL

JOB SUMMARY

The Paralegal will have the responsibility to investigate facts, research and identify relevant laws or legal practices, organize and analyze information, maintain all official records and files, prepare and file legal instruments/documents and/or reports to assist in handling cases and issues and maintain follow-up for all legal matters for the Authority.

QUALIFICATIONS/EXPERIENCE

- A Diploma in Paralegal Studies or equivalent
- Minimum of Five (5) years' experience in a similar position
- CPS designation would be a valuable asset

KEY TECHNICAL/COMPETENCIES

- Sound knowledge of legal system - the law, justice system including courts and tribunals
- Sound knowledge of standard legal documents, terminology and procedures
- Sound application of ethics in the law
- Excellent research and investigative skills - research methods including software programmes
- Sound knowledge of records and file management
- Sound experience in use of up to date technology including the Microsoft suite of programmes
- Prior use or knowledge of secretarial practices and procedures

KEY NON-TECHNICAL COMPETENCIES

- Excellent interpersonal and human relations skills
- Good time management and organizing skills
- Ability to interpret and analyze information and material provided
- Ability to communicate effectively both orally and in writing
- Ability to exercise initiative and sound judgement
- Ability to work under pressure and handle multiple tasks simultaneously

Applicants who satisfy these requirements should send applications with detailed résumés by
Monday, June 12, 2017 to:

DIRECTOR GENERAL
Jamaica Civil Aviation Authority
4 Winchester Road
Kingston 10

Fax: (876) 920-0194

Email: jobopportunities@jcaa.gov.jm

*We thank all applicants for their interest.
However, only shortlisted candidates
will be contacted.*