

## **CAREER OPPORTUNITY**

The **Jamaica Anti-Doping Commission (JADCO)** an agency of the Ministry of Culture, Gender, Entertainment and Sport (MCGES) invite applications from suitably qualified persons to fill the full-time position in the Executive Division.

### **Legal Officer (JLG/LO 4)**

Under the general direction of the Executive Director, the incumbent contributes to the operations of JADCO by monitoring the legal framework of the Commission in accordance with the local and international regulations. The incumbent coordinates the legal services, preparation, review and implementation of documents and processes.

### **KEY OUTPUTS**

- Policies, procedures and processes adhere to laws and regulations.
- Monthly and Ad hoc reports Report produced.
- Legal advice/opinions on Anti-Doping related matters provided.
- Various acts, regulations, laws and policies across the Commission interpreted and advise provided on the application and implications.
- Documents and contracts drafted, reviewed and presented.
- A Legal Framework to support the programmes and initiatives of the Commission established.

### **KEY RESPONSIBILITY AREAS**

#### ***Strategic and Administrative Responsibilities***

- Assist in the planning, organising and preparation of the Commission's Strategic, Corporate and Operational Plans, and Financial Budgets.
- Develops and reviews as necessary, organizational policies, procedures, and regulations for the Commission.
- Researches and recommends changes to policies, procedures, and systems to enhance the functioning of the Commission.
- Participates in planning meetings and contributes ideas to the overall objectives of the Commission.
- Compile reports.
- Prepare individual work plan.
- Prepares quarterly/annual and general progress reports as required.
- Prepares presentations and or research content for presentations as required.

#### ***Technical / Professional Responsibilities***

- Designs, implement and monitor a legal framework for the achievement of the Commission's strategic and operational objectives.
- Designs, implement and monitor legal policies and procedures geared towards the protection of the Commission's programmes.
- Provides legal advice and guidance to Executive Director in relation to legal policy changes in respect of the Commission's functions.
- Provide legal input required to guide decisions on a range of legal and quasi-legal issues.
- Provides legal protection and risk management advice.
- Recommends amendments to the Anti-Doping in Sport Act as well as other technical and operational documents. Advises on legal implications of such proposed amendments and liaise with external counsel as required to draft those amendments.
- Prepares and submits legal advice to the Executive Director in relation to complex legal matters and/or matters involving litigation.
- Co-ordinates the provision of written instructions and/or evidence by or on behalf of the Commission to the Executive Director in matters of Litigation and attend hearing proceedings on behalf of the Commission.
- Provides interpretations and guidance on acts, legislations, laws and policies.
- Research and provide legal advice and opinions on proposed policy and regulatory formulation.
- Provides advice/opinions to queries raised by stakeholders in relation to the operations of the Commission as well as facilitate resolution to enquiries.
- Represents the division at local, regional or international fora, workshops and seminars on legal issues as required.
- Maintains collaborative relationships with legal officers in other MDAs.
- Conducts legal or legislative research into matters concerning proposals for contracts, cases and other documentation as necessary.
- Prepares legal drafts by assembling and organising information for legal forms and documents, including complaints, declarations, requests, responses and other pleadings.
- Gathers and analyses research data from decisions, legal articles, code and documents.
- Conducts records search, legal and factual research.
- Prepares written reports and other correspondences.
- Assembles case materials by collecting, organising and summarizing information, documents, reports and evidence.
- Prepare legal opinions, papers and legal documents, including Briefs, Appeals, Contracts and other legal documentation.
- Identifies required legal data and liaises with relevant data sources to facilitate collection.
- Provides assistance in maintaining all contracts for the Commission.
- Organizes and tracks case files; follows up on case files and provides assistance with the completion of files.
- Prepare case files as necessary.
- Assists with the review and vetting of Lease Agreements, Tenders, Agreement for Sale and advises on the legal implications of proposed clauses being negotiated.
- Reviews and provides advice on legal implications of internal policies and procedures including human resource management issues.

- Prepares correspondence requesting the gazetting of legal notices and instruments as required.
- Drafts or vets the notices, orders or other legal information to be gazetted.
- Conducts staff training and sensitization sessions as required.
- Designs and maintains Statistical Database(s) to facilitate analysis and planning of legal matters for the Commission.
- Creates and maintains Filing Systems for legal and quasi-legal documents.
- Updates job knowledge by participating in continuing educational opportunities; reads legal publications; maintains personal networks; keeps abreast of legal trends and issues pertinent to the Commission.
- Any other duties as assigned.

### **AUTHORITY**

The incumbent will have the authority to:-

- Liaise with external and internal contacts to direct queries accordingly.
- Liaise with athletes and support personnel to ascertain their needs and direct them accordingly.
- Access to the technical services records.

### **PERFORMANCE STANDARDS**

1. Work must be conducted in accordance with the following standards:
  - The World Anti-Doping Code
  - The Jamaica Anti-Doping Rules (JADCO Rules)
  - The Anti-Doping in Sport Act
  - World Anti-Doping Agency International Standards
  - World Anti-Doping Agency Technical Documents
  - World Anti-Doping Agency Guidelines as relevant and applicable
  - Any relevant and applicable local and international legislation
2. Reports completed according to stipulated deadlines.
3. Cases managed efficiently and with the highest confidentiality.

### **CONTACTS**

#### **Internal**

- Executive Director
- Technical Services Division Officers
- Directors / Managers
- Sample collection personnel: Doping Control Officer (DCOs), Blood Collection Officers (BCOs) and Chaperones

- Staff of the Commission

### **External**

- International and national level athletes
- World Anti-Doping Agency (WADA) representatives.
- National Anti-Doping Agencies (NADOs) representatives
- Major Event Organizations representatives (MEOs)
- International Federations (IFs) representatives
- Athlete Support Personnel
- WADA-accredited laboratories
- Legal organisations
- Lawyers of the Commission

## **REQUIRED COMPETENCIES**

### **Core**

- Good interpersonal and people management skills.
- Excellent oral and written communication skills.
- Excellent customer relations skills.
- Sound personal and professional integrity.
- High level of discretion and confidentiality.
- Teamwork and cooperativeness.
- Ability to utilise initiative.
- Adherence to standards and best practices.
- Ability to adapt to changing environments and be flexible.
- Good problem-solving skills
- Very precise and detail oriented
- Very good drafting skills
- Strong organizational skills and ability to prioritize
- Aligned with JADCO core values: Professionalism, Accountability, Integrity and Respect

### **Technical**

- Sound knowledge of Jamaica's Laws.
- Excellent legal research, investigative and analytical skills.
- Good knowledge of legal principles and practices.
- Good knowledge of legal terminologies.
- Good knowledge of legal communication principles and practices.
- Awareness of Government regulations and procedures.
- Sound knowledge of Court procedures.

- Knowledge and understanding of contract negotiations and drafting.
- Experience in the use of relevant computer applications.
- Research capability and the ability to create and edit written material.
- Sound analytical techniques.
- Knowledge of the Jamaican sport system.
- Knowledge of Anti-Doping legislations, acts, regulations and policies that govern the Commission.
- Knowledge of Legal Framework of Government.
- Ability to draft legal documents and court submissions.
- Knowledge of sports law and or international sports arbitration.

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor of Laws Degree from a university recognized by the Council of Legal Education.
- Certificate in Legal Education awarded by the Council of Legal Education.
- At least five (5) years' experience in the legal field practicing at the bar.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- International and local travel may be required.
- Working outside of regular work hours may be required, including some weekend work.
- Required to present and testify at hearings.
- Pressured working conditions with numerous critical deadlines.

Applications accompanied by resumes should be submitted **NO LATER THAN June 13, 2025** addressed to:

**Executive Director  
Jamaica Anti-Doping Commission  
1 Ballater Avenue  
Kingston 10**

**Email: [execdirector@jadco.gov.jm](mailto:execdirector@jadco.gov.jm)**

You are welcome to visit <http://jadco.gov.jm/about/career-opportunities> for more details.

**Further details of the post may be obtained from the HRMA Division and the Website of the Jamaica Anti-Doping Commission.**

**We thank all for responding, however only shortlisted applicants will be contacted.**