



FIJI LAW REFORM COMMISSION

ROLE DESCRIPTION: LEGAL OFFICER

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities;
 - a) **Reports To:** Commissioner, Senior Legal Officer, Director Law Reform Commission.
 - b) **Liases with:** Senior Professional staff, Government ministries and departments, Fiji Law Reform Commission stakeholders internal & external.
 - c) **Subordinates:** None.

POSITION PURPOSE

The Legal Officer is responsible to the Director, through the Senior Legal Officer and assists the Commission make informed recommendations about the development and reform of Fijian laws and related processes through research, analysis reports and community consultations. The Legal officer is responsible for assisting the Fiji Law Reform Commission provide sound, evidence based recommendations for reform to the Attorney General through undertaking complex legal and policy research and analysis.

KEY DUTIES

The Legal officer will support his/her Commissioner, Senior Legal Officer and Fiji Law Reform Commission stakeholders by:

1. Contributing to consultation documents such as issue Papers, Discussion papers & Final Reports;
2. Conducting legal and policy research on key issues involved in the area of review;
3. Undertaking research to identify relevant stakeholders for the review;
4. Participating and organising the consultation meetings for the Commissioner and taking comprehensive notes;
5. Analysing and summarising submissions & making these available to the Commissioner & Fiji Law Reform Commission in a timely manner;
6. Contributing to the formulation of proposals and recommendations for reform; and
7. Attending Fiji Law Reform Commission Advisory Committee meetings, recording accurate minutes & keeping the Team abreast;
8. Creating the Fiji Law Reform Commission e-newsletter, contributing to the establishment of the Fiji Law Reform Commission website, preparing content for the Commission in house documents such as the Annual Report, Strategic & Corporate Plan, and Fiji Law Reform Commission Manuals and assisting with the formulation of any other communication document.



FIJI LAW REFORM COMMISSION

9. Carry out other duties pertinent to the scope of the post as directed by the Director Fiji Law Reform Commission.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely completion of references according to agreed Work Plan
2. Submission of Final Report, Draft Bill & Draft Cabinet paper to Attorney-General and Minister for Justice
3. Completion of the stages of the Work plan as per agreed
4. Provision of optimum legal & administrative support to enable implementing Work Plan objectives and deliverables.

PERSON SPECIFICATION

Professionally qualified under the provisions of the Legal Practitioners Act 2009.

KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience post university in a relevant legal role
2. Demonstrated legal research and or policy skills that can assist the Fiji Law Reform Commission complete well researched law reform reviews in a timely manner;
3. Proven ability to write clear and concise documents, to clearly articulate complex ideas and concepts and to communicate with influence;
4. Demonstrated capacity to foster productive working relationships, working in a team, sharing information and ideas, and considering the views of others;
5. Ability to work independently, to prioritise tasks and set schedules in order to meet specified deadlines to achieve results

SKILLS AND ABILITIES

1. Excellent communication and oral presentation skills and an equal command of the English language;
2. Ability to analyse key issues quickly and think on his/her feet;
3. A professional attitude, awareness of the confidentiality requirements of the Office and demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
4. Excellent organization skills and attention to detail;
5. Ability to utilise computer programs in order to produce high quality documents.
6. Ability to handle a heavy workload, complete work accurately and according to strict timelines

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizens, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.



FIJI LAW REFORM COMMISSION

The Fiji Law Reform Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.