



## OFFICE OF THE ATTORNEY-GENERAL

### JOB DESCRIPTION: LEGAL OFFICER

#### CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Lautoka, limited travel to divisions and districts required.
4. Reporting Responsibilities;
  - a) **Reports To:** Solicitor-General
  - b) **Liases with:** Senior professional staff, Government ministries and departments.
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

The Legal Officer will be required to assist the Solicitor-General in providing independent advice to those in public office, representing the State in legal proceedings and drafting laws on the request of Cabinet.

#### KEY DUTIES

The position will achieve its purpose through the following key responsibilities:

1. Providing timely and strategic advice and representation on legal and policy matters to the Government;
2. Negotiating on behalf of the Government with commercial and international organisations;
3. Attending to litigation matters and vetting of contracts on behalf of the Government;
4. Drafting legislations; and
5. Assisting senior legal officers with complex matters and transactions.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All assigned litigation cases researched and represented within required timelines.
2. Legal opinions drafted to the identified quality standards and provided within specified timelines.
3. All research and reports are submitted within allocated deadlines and to the quality specified.

#### PERSON SPECIFICATION

Professionally qualified under the provisions of the Legal Practitioners Act 2009

#### KNOWLEDGE AND EXPERIENCE

1. Knowledge of civil litigation, drafting research and representation;
2. Experience in problem solving and analysis including negotiations;
3. Knowledge of all applicable laws, rules and regulations; and



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4. Experience in undertaking critical legal research and produce high quality and accurate reports

### **SKILLS AND ABILITIES**

1. Excellent communication and oral presentation skills and an equal command of the English language;
2. Ability to analyse requests for legal opinion and draft legally correct opinions in response;
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.

The Office of the Attorney-General 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.