



OFFICE OF THE ATTORNEY-GENERAL

ROLE DESCRIPTION: STATE SOLICITOR

CORPORATE INFORMATION

1. Position Level : Band N
2. Salary Range : \$77,174.96 - \$98,942.25
3. Duty Station : Suva
4. Reporting Responsibilities;
 - a) **Reports To** : Solicitor-General
 - b) **Liases with** : Senior professional staff, Government ministries and departments.
 - c) **Subordinates** : Deputy State Solicitors, Principal, Senior and Legal Officers.

POSITION PURPOSE

Responsible to the Solicitor-General for the legal advisory services to ministries and departments, all legal drafting and civil actions brought by or against the State.

KEY DUTIES

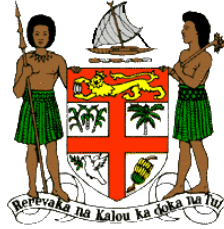
The position will achieve its purpose by assisting the Solicitor-General through the following key duties.

1. Providing timely and strategic advice and representation on legal and policy matters to Government;
2. Negotiating on behalf of Government with commercial and international organisations;
3. Attending to complex legal litigation and vetting of contracts and leading legal projects and transactions on behalf of the Government;
4. Drafting legislations, vetting of contracts and leading legal projects and transactions on behalf of the Fiji Government;
5. Supervising and mentoring various legal officers and providing training lectures to legal officers and stakeholders in key priority areas; and
6. Playing a lead role in reviewing and improving the efficiency of the Office, and assisting in the development and implementation of strategic policies and procedures.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of sound legal advice and representation to the Government;



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2. Effective and efficient day to day running of all legal functions of the Office of the Solicitor-General;
3. Degree of administrative and management skills necessary to efficiently run the operations of the Office;
4. Enable organisational changes to suit the demand of the Office.
5. Timely and strategic advice and representation on legal and policy matters to the Fiji Government;

PERSON SPECIFICATION

Professionally qualified under the Provisions of the Legal Practitioner's Act 2009. Serving officer should have served three (3) years or equivalent at the Deputy State Solicitor level. Non-serving applicants should have at least 12 years post admission experience in an organisation. A wide experience of different branches of law, including handling Court cases at the High Court, Court of Appeal and the Supreme Court is necessary. The Officer should have the capacity to exercise mature judgment and have proven administrative ability.

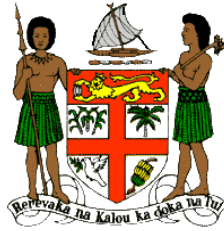
In addition to Bachelor of Laws (LLB), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Must be legally qualified and possess appropriate experience in civil advocacy or corporate and commercial law with a strong academic record;
2. Must have had consistently good reports and assessed as having the potential and ability to solve complex problems;
3. Must have excellent oral presentation skills and an equal command of the English language;
4. Must have the ability to handle a heavy workload, complete work accurately and according to strict deadlines;
5. Must demonstrate intellectual capacity, drive, innovation and leadership;
6. Must have an understanding of commercial issues and a broad range of transactional experience is desirable.
7. Practical, working knowledge of all aspects and functions of Office of the Attorney-General;
8. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;

SKILLS AND ABILITIES

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Ability to follow instructions and meet set deadlines, in particular with regard all law related activities;
3. Demonstrated ability to work cooperatively within a team environment;
4. Ability to set up a high performing team
5. Demonstrated ability to maintain confidentiality, in a public sector environment;



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6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Office of the Attorney-General must be 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 as a condition of employment.

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.