



OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: DEPUTY CHIEF LAW DRAFTER

CORPORATE INFORMATION

1. Position Level : Band M
2. Salary Range : \$74,710.90 - \$95,783.20
3. Duty Station : Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Solicitor-General, Deputy Solicitor-General, Chief Law Drafter
 - b) **Liases with:** Government ministries and departments, Attorney-General, Chief Law Drafter Cabinet and Parliament officials.
 - c) **Subordinates:** Principal, Senior and Legal Officers

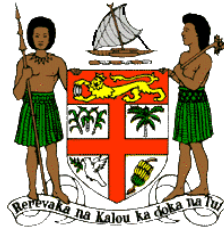
POSITION PURPOSE

The Deputy Chief Law Drafter is responsible to the Solicitor-General and assists with the provision of independent legal advice to the Government and to the holders of public offices and the preparation of draft laws on the request of Cabinet.

KEY DUTIES

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

1. Drafting legislations;
2. Providing timely and strategic advice on legal and policy matters to the Government;
3. Providing timely and strategic advice on laws, draft proposals and other matters of statutory interpretation to the Government;
4. Assisting with the administration of the legal drafting section;
5. Assisting with legal projects and transactions on behalf of the Government;
6. Supervising and mentoring various legal officers and providing training lectures to legal officers and stakeholders in key priority areas; and
7. Assisting in the development and implementation of strategic policies and procedures.



OFFICE OF THE ATTORNEY-GENERAL

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of sound legal advice and legislative drafting for the Government;
2. Effective and efficient day to day running of all legal and drafting functions of the drafting unit;
3. Enable organisational changes to suit the demand of the Office.
4. Timely and strategic advice and representation on legal and policy matters to the Fijian Government;
5. Complex legal drafting and vetting of contracts and leading legal projects and transactions on behalf of the Fijian Government;

PERSON SPECIFICATION

The applicant must be legally qualified and possess appropriate experience with a strong academic record. Proven experience in legal drafting is advantageous.

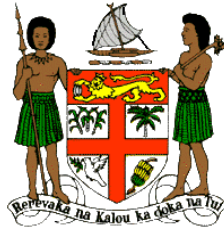
In addition to Bachelor of Laws (LLB), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE, EXPERIENCE

1. At least 5 years of experience in the field of legislative drafting. Non-serving applicants should have at least 8 years post admission experience, with approximately 5 years spent in the field of legal drafting or equivalent;
2. Experience in legal drafting and demonstrated management and leadership competencies;
3. Consistently good reports and assessed as having the potential and ability to solve complex problems;

SKILLS AND ABILITIES

1. Excellent communication and oral presentation skills and an equal command of the English language;
2. A professional attitude, awareness of the confidentiality requirements of the Office and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
3. Excellent organisation skills and attention to detail;
4. The ability to contribute to a high performing team;
5. The ability to utilise computer programs in order to produce high quality documents; and
6. The ability to handle a heavy workload, complete work accurately and according to strict timelines and demonstrated intellectual capacity, drive, innovation and leadership.



OFFICE OF THE ATTORNEY-GENERAL

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Office of the Attorney-General must be Fijian Citizens, under Age 60, in sound health, 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.