



OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: DEPUTY SOLICITOR-GENERAL

CORPORATE INFORMATION

1. Position Level : Band O
2. Salary Range : \$83,687.06 - \$107,291.10
3. Duty Station : Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Solicitor-General.
 - b) **Liases with:** Senior professional staff, Government ministries and departments.
 - c) **Subordinates:** State Solicitors, 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.

Supervise all policy formulation of all sections of the Chambers. Ensure that human, financial and all resources are managed efficiently and economically. Keep a constant review of the existing administration machinery of the Chambers. Supervision of all staff.

KEY DUTIES

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

1. Provide independent legal advice to Government and to the holder of a public office, on request;
2. Prepare draft laws on the request of the Cabinet;
3. Maintain a publicly accessible register of all written law;
4. Represent the State in court in any legal proceedings to which the State is a party, other than criminal proceedings;
5. Negotiations on behalf of Government with commercial and international organisations;
6. Perform any other functions assigned by the Constitution, any written law, Cabinet or the Attorney-General.
7. Supervising and mentoring various legal officers and providing training lectures to legal officers and stakeholders in key priority areas; and
8. Oversee all corporate requirements of the Office, including planning, budgeting and selection activities where required.



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KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely provision of sound legal advice and representation to the Government;
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 Fijian Government;
6. Complex legal drafting and vetting of contracts and leading legal projects and transactions on behalf of the Fijian Government;
7. Effective and efficient organisation and conduct of all matters and managing administrative staff and issues.

PERSON SPECIFICATION

All applicants to be professionally qualified under the Provisions of the Legal Practitioner's Act 2009. A wide experience in the 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, six (6) years or equivalent of experience at State Solicitor level or a Masters in Law (LLM) with 10 years of post-admission experience at an executive level position in a legal firm with the following Knowledge, Experience, Skills and Abilities 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;



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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;
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 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.