



## OFFICE OF THE ATTORNEY-GENERAL

### ROLE DESCRIPTION: PRINCIPAL LEGAL OFFICER (LITIGATION)

#### CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: \$64,556.35 - \$82,232.50
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities;
  - a) **Reports To:** Solicitor-General
  - b) **Liaises with:** Senior Professional staff, Government ministries and departments.
  - c) **Subordinates:** Senior Legal Officers and Legal Officers.

#### POSITION PURPOSE

The Principal Legal Officer 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, representation of the State in legal proceedings and the preparation of draft laws on the request of Cabinet.

#### KEY DUTIES

The position will achieve its purpose through the following key duties. Working with relevant staff and service providers, in accordance with legislative requirements:

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 complex legal litigation and vetting of contracts on behalf of the Government;
4. Assisting with legal projects and transactions on behalf of the Government;
5. Drafting legislations;
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.



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### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

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

### **PERSON SPECIFICATION**

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

### **KNOWLEDGE AND EXPERIENCE**

1. At least 6 years post admission experience.
2. Appropriate experience in drafting, civil advocacy or corporate and commercial law with a strong academic record;
3. Consistently good reports and assessed as having the potential and ability to solve complex problems;
4. Excellent communication and oral presentation skills and an equal command of the English language

### **SKILLS AND ABILITIES**

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

### **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.



## **OFFICE OF THE ATTORNEY-GENERAL**

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.