



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Justice and Legal Affairs

**DIVISION/SECTION:** Public Solicitors Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):**

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Chief Legal Officer

**POSITION LEVEL:** 13/SS1

**SALARY RANGE:** \$ 3,497.83 to \$ 4,570.25

**THIS POSITION REPORTS TO:** Public Solicitor/Deputy Public Solicitor

**THIS POSITION SUPERVISES:** Principal Legal Officers, Senior Legal Officers

### SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Division of Public Solicitors Office to supports the Ministry of Justice and Legal Affairs to do this by the aid, advice and assistance to financially disadvantaged people

This position will contribute to the corporate functions and objectives of this by provision of legal services in the areas of criminal, employment, family law and general litigation in accordance with the Public Solicitors Act and the Guidelines for the provision of Legal Aid. Plan services and monitor adherence to professional management practices. Provide leadership and supervision to the team (civil/ criminal)

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Ensure effective management of Legal Aid:
2. Supervise and provide information and legal advice
3. Litigate on behalf of clients of the PSO
4. Supervise Case Management
5. Supervise the provision of community education
6. Supervise compliance to the Mission and Values of the Organisation
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8. Supervise compliance to the Mission and Values of the Organization
9. Supervise the provision of community education

10. Co-ordinate the programme of continuing professional education
11. Support the Public Solicitor to develop services and service delivery
12. Contribute to effective Law reform and,
13. Legal fraternity particularly the prosecution in criminal cases, for the best interests of the client.
  
14. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to following key deliverables:

1. There will be proper work coordination in the entire PSO and the programs of the office will effectively carried out to reach out to the Public.
2. Proper work coordination in both the civil and criminal sections thus the court duties is attended and disposes on time
3. Negotiation Skills. Negotiate with client and legal fraternity particularly the prosecution in criminal cases, for the best interests of the client.
4. Have excellent communication skills
5. Able to collaborate and work as a team
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### Mandatory Qualifications

- i. Bachelor Law Degree
- ii. Legal Practice Diploma
- iii. Admitted to practice in the Solomon Islands

### Desirable Qualifications

- I. Eligible for Admission Barrister and Solicitor of the High Court, Solomon Islands

### Capabilities Required

- Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces
- SIGov Protocols.
- Basic computer literacy
- Excellent interpersonal skills, including communication, mediation and conflict resolution
- Excellent writing skills
- Well-developed skills in research, advocacy
- A thorough knowledge of professional practices and office procedures
- Good management skills, including planning, organizing and time management
- Leadership and management

## SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1. At least 5 years' experience as a Senior Legal Officer working in either a commercial or public service environment.

KSC2. Have knowledge on SI Constitution and SI Prosecution Policy/General Orders

KSC3. Well-developed problem solving skills

KSC4. A good eye for detail with ability to proof read court documents and instruments.

KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 3,497.83 to \$ 4,570.25 Annual Salary: \$ 90,943.49 - \$ 118,826.59

Annual Leave entitlement: 28 days plus travelling days Other Conditions of Service relevant to this position:

- Other conditions of service as outlined in the Agreement of Service upon appointment;
- House allowance provide/Scheme of House Rental

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

.....  
**Date Approved**

*Additional Comments:*