



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Corporate Service

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00236

MINISTRY VACANCY REF:

POSITION TITLE: Deputy Secretary Technical

POSITION LEVEL: Level SS2

SALARY RANGE: \$4,666.50 - \$5,532.71/ fortnight

THIS POSITION REPORTS TO: Permanent Secretary

THIS POSITION SUPERVISES: Legal Policy Unit, Policy Planning Unit and in establishing good relations with Legal Agencies

SECTION B – SCOPE OF DUTIES

The incumbent will be responsible for leading and overseeing strategic Legal management, planning and analysis activities of the Ministry in liaison with legal Agencies. She/He will be expected to provide the Legal technical guidance within Public service guidelines; assume management oversight responsibility for legal technical oversight for implementing legal projects informed by work programs development, policy planning and legal policy Unit priorities; and as per the Permanent Secretary instructions, matters that include legal training, selection and disciplinary actions for the divisions and legal agencies staff.

SECTION C – KEY DUTIES

The officer will be required to:

1. Supervise and lead technical legal related activities of policy, policy planning and research and learning;
2. Oversees implementing legal and twinning partnerships and legal dialogue with stakeholders;
3. Lead the implementation and oversight to legal projects that are aligned to the Justice Sector Strategic Plan 2024 – 2034, SIs National Development Strategy, their Implementation Plans, the Legal Agencies Strategic Plans, and Annual Work Plans;
4. Prepare and advise the Permanent Secretary and Executive management on legal matters relating to staff training, Agencies reforms, and scheme of service for lawyers;
5. Exercise some signatory authority for purchase and disbursement of funds when approved by the Permanent Secretary;
6. Coordinate in liaison with the Deputy Secretary Corporate (DSC) the preparation of the Ministry's annual reports, budget and supplementary budget applications in consultation with the FC and legal agencies office managers;

7. Work with DSC the human resource manager, policy planning and the Legal Agencies to determine delivery of legal services needs and legal reforms;
8. Work with legal agencies to determine technical legal specialized capacity building projects for lawyers, Judges and magistrates which are consistent with budget appropriations.
9. Work with partners/stakeholders, private sector, general public, media, civil society organizations and SIG ministries to addressing technical requests and complaints and to provide appropriate responses.
10. Provide implementing oversight to policy planning, legal policy unit and other legal Agencies with respect to drafting concept papers, cabinet papers and reports when requested by the Permanent Secretary.
11. Deputize for the Permanent Secretary in his absence on legal matters. And to serve on any taskforce and committee, when approved by the Permanent Secretary; and represent the Ministry at conferences, seminars and awareness/training workshops;
12. To establish respectful relationship with the MJLA HQ management team, other SIG Ministries, Heads of Agencies, Staff and legal agencies to ensure smooth communication flows between Agencies and HQ staff.
13. Perform other related legal and management duties as instructed by the Permanent Secretary.

SECTION D – KEY DELIVERABLES

The incumbent of this position of Deputy Secretary Technical will have her/his performance assessed according to following key deliverables:

- Competent technical legal knowledge of law, treaties, international relations and alignment to achieving Justice sector strategic planning, research and other legal Agencies outputs;
- Competent ability to recognize legal technical problems and craft solutions;
- High quality annual and legal reports and technical guidance to the Permanent Secretary on the implementation of the JSSF 2024- 2034, Legal Agencies work programs and future justice sector forecasting;
- Strategic and futuristic based analysis of reforming legal agencies and preparing counsels for the future of the Justice sector;
- Quality technical legal representations to meetings, awareness and training workshops and conference attended; and
- Devoted to attendance, uphold public service values, and compliance with code of conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and experience required for the Role

- An advanced university degree (Master’s degree or equivalent) in Law, legal Affairs;
- At least five years practical experience in senior management and leaderships roles in a national or private sector arena;
- Demonstrated ability to provide high quality legal advice to the Permanent Secretary, MJLA executive and Legal Agencies;
- Proven leadership experience in management, and strategic planning related decision making in a systematic, rational and consistent way;
- Strong interpersonal and communication skills, analytical and problem-solving skills;
- Ability to organise, coordinate and prioritise conflicting demands; and;

- A strategic ability to see the big picture while dealing with the legal details.

Required capabilities

- A proven ability to provide strategic legal leadership and build trust with agencies, staff and stakeholders;
- A proven ability to listen, solve legal problems, good communication skills and an excellent team player;
- A proven knowledge of relevant legislation, policies and procedures relating to the organizational management, SIs Constitution, GOs and Financial instructions, MPS HR Strategy, Development strategies, Strategic Framework.

SECTION F – KEY SELECTION CRITERIA

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

KSC1. Demonstrate ability to plan, implement and evaluate legal projects and work programs according to agreed MJLA plans and budgetary deliverables.

KSC2. Demonstrated high level Legal knowledge leadership and management skills, including the ability to motivate and enhance the performance of individuals and teams to meet ministry objectives.

KSC3. Demonstrated high level communication and interpersonal skills including the ability to lead legal research, prepare written reports and submission; and the ability to effectively communicate and negotiate with internal and external stakeholders.

KSC4. Demonstrate experience in being a good team player and leading people in a senior public service or private sector environment.

KSC5. Capability to prepare legal sector plans, setting medium term priorities while monitoring and reporting against KPIs.

KSC6. Ability to manage and sustain legal related executive cross-agency and intergovernmental relationships in a demanding context with sound decision-making skills.

KSC7. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G – TERMS AND CONDITIONS

Fortnightly Salary: \$4,666.50 - \$5,532.71
Annual Salary: \$121,328.88 to \$143,850.52

Annual Leave entitlement: As per signed contract

Other Conditions of Services relevant to this position: Contracted position

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: