



## RS FORM 2 - JOB DESCRIPTION

### SECTION A –POSITION DETAILS

**MINISTRY:** Ministry of Justice and Legal Affairs

**DIVISION/SECTION:** Attorney General Chambers

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):**

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Principal Crown Counsel

**POSITION LEVEL:** Level 12/13

**SALARY RANGE:** \$3,306.93 - \$3,607.77

**THIS POSITION REPORTS TO:** Chief Crown Counsel

**THIS POSITION SUPERVISES:**

### 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 Office of the Attorney General Chamber supports the Ministry of Justice and Legal Affairs to do this by providing legal advices to all government Ministries and Departments.

The Principal Crown Counsel shall assist the Solicitor General with the performance of the Constitutional function of the Attorney General as the Principal Legal Adviser to the Solomon Island Government. He /She is required to provide legal advice to Government, Ministries, Departments, Authorities, Agencies, Offices and Provincial Governments within reasonable timeframes. He /She is further required to represent them in court in civil cases.

### SECTION C - KEY DUTIES

#### Specific Duties

- Legal Advisory Services
  - Peruse documents
  - Conduct necessary conferences to gain instructions
  - Undertake legal research and settle written advice relating to requests for advice from the government and its agencies

- Draft and prepare contractual documents and agreements and assist in the negotiations of agreements
- Attend and participate on Government Committees and Taskforces
- Undertake any other duties assigned by the Attorney General or Solicitor General

### **Shared Duties**

- Litigation Services
  - Peruse Government files and briefs
  - Conduct conferences to obtain instructions
  - Prepare and settle pleadings
  - Undertake legal research
  - Prepare written submissions and outlines of arguments
  - Appear in court and conduct proceeding on behalf of the government and agencies

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

### **Mandatory Qualifications**

- Bachelor in Law
- Post-Graduate Diploma in Legal Practice
- Eligible for Admission as Barrister and Solicitor of the High Court of Solomon Islands.

### **Capabilities Required**

- Able to demonstrate leadership capability and compliance to Public Service regulations and SIG Financial Instruction.
- Interpretation of Law
- Research skills
- Higher standard of personal integrity

## **SECTION F - KEY SELECTION CRITERIA**

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

### **Experience**

2-5 years' experience as a legal officer

- Experience in managing and supervising a team of legal professionals in the area of legislative and legal drafting
- A sound knowledge of the current commercial law and practice and demonstrated legal research and analytical skills

- High level training and mentoring, interpersonal and communication skills and proven ability to work as a member of a team, with ability to apply these skills in the Attorney General's Office
- 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:** \$3,306.93 - \$3,607.77 **Annual Salary:** \$85,980.06 - \$93,801.97

Annual Leave entitlement: 28 days per annum

**Housing Allowance:** Payable 10% of the Basic Salary if no Housing is provided

**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:*

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| <b>Permanent Secretary/Responsible Officer</b> | <b>Date</b> |
| <b>Approved</b>                                |             |

*Additional Comments:*