



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

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

DIVISION/SECTION: Attorney General Chambers

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00168

MINISTRY VACANCY REF:

POSITION TITLE: Principal Legislative Drafting Counsel

POSITION LEVEL: Level 12/13

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

THIS POSITION REPORTS TO: Chief Legal Drafting Counsel

THIS POSITION SUPERVISES: Assigned Senior Crown Counsel (Drafting)

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 Legal Draftsman 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 contribute to the provision of independent and component legal service to the Crown, by the provision of drafting services, subsidiary legislation, statutory instruments, agreements, contracts and memoranda of understanding/agreement.

SECTION C - KEY DUTIES

Specific Duties

1. Provide Legal Drafting Services of Government Bill

Receive Instruction:

- Under the supervisor of the Chief Legal draftsman, receive instruction from the Ministry that is Custodian to the Bill

Undertake Policy research and analysis of legislative proposals, with consideration of:

- Compliance/ comparison to local and international law,

- the legal implications,
- assessment of policy, and
- provide legal opinion on policy

Undertake the drafting process of Bills, subsidiary legislation, statutory instruments, agreements, contracts and MOUs in compliance with Drafting Instructions and drafting practices and styles.

Ensure the quality of the drafting through a process of:

- internal consultation and review
- ministerial consultation and approval
- assist in stakeholder and public consultation

Undertake the approval process, appropriate to the nature of the drafting:

- assist Ministry on approval from Cabinet for Bills and Subsidiary legislation
- attend to briefing the Parliamentary Bills and Legislation Committee
- advise and assist Ministries prepare Acts for commencement, including preparation of relevant subsidiary legislation

2. Sector Improvement and Law Reform

Contribute to the professional development of the drafting of the drafting team:

- Participate in training of junior Drafters
- Engage in professional development

Contribute to law reform issues:

- Assist Law Reform Commission on drafting issues relating to law reform as required
- Attended international conferences on legal issues

Support the ongoing development of the AGC:

- Participate in new initiatives of service development
- Promote gender equity in all activities
- Support the decentralization of drafting services by support to the Provincial Government as required

3. Corporate Responsibilities

- Contribute to the planning, monitoring, reporting and review process as required including the Corporate Plan, the Annual Plan, and staff meeting, Performance management and individual work-plans
- Support the Mission and values of the organization
- Adhere to the Code of Ethics
- Comply with Agency Policy and guidelines including; -Human Resource Policy and Guidelines -OH&S Policy and Guidelines

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

- Bachelor degree in Law
- Legal Practice Diploma
- Admitted to practice in Solomon Islands

Knowledge Required:

- Good Knowledge of the Constitution
- Good Knowledge of the Interpretation and General Provisions Act
- Some working knowledge of Constitutional Cases in the Solomon Islands
- Good Knowledge of the statutory rules of interpretation
- Good knowledge on legislation relating to the police, criminal law and procedures and the courts
- Good knowledge on the rules of English Grammar

SECTION F - KEY SELECTION CRITERIA

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

KSC 1: Minimum 3 years(preferred) in practice in Government or private and at least 2 years must be in legislative drafting

KSC 2: Some experience in supervising a junior Drafters in the area of legislative and legal drafting

KYC 3: Some experience in training junior Drafters

KYC 4: Good interpersonal and Communication Skills

KYC 5: Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

Experience:

- A minimum of 2 years experience in legislative drafting or legal drafting

Generic Skills

- Basic computer literacy
- Some knowledge in the general operation and management of Government

Technical

- Research
- Drafting
- Advisory opinion

Leading the Agency forward

- Assist the Legal Draftsman to manage
- Drafting Section through motivation, team building and strategic planning

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 3,306.93 - \$ 3,607.77 **Annual Salary:** \$ 85,980.06 - \$ 93,801.97

Annual Leave entitlement: 42 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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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: