



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: Senior Crown Counsel

POSITION LEVEL: 10/11 **SALARY RANGE:** \$2,511.27 - \$2,842.37

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

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

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

The Division of Attorney General Chambers supports the Ministry Justice and Legal Affairs to do this by providing Legal advice, assistance and litigation services across Government/ministry including the provision of legal and legislative drafting services

This position will contribute to the corporate functions and objectives of this Ministry/Agency by providing professional and independent legal services to the Government of Solomon Islands, including government ministries, provincial government and state owned enterprises. Matters to include interpretation of a broad scope of issues including civil proceedings, statutory interpretations, internal laws, commercial laws.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Provide information and legal advice on simpler matter
- Represent the client until completion of trial in less complex matters, appearing before the magistrate court, High Court, Court of Appeals and Trade Dispute panel, and in compliance with the practice manual
- Comply with recommended case management system and procedures
- Participate in continuing professional development/sector improvement law reform
- Contribute to effective law reform
- Actively support initiatives to improve the development of services in Attorney General Chambers
- 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. Ensure that there is an accurate advice on issue, relevant to laws, application and conclusion
2. Maintain and update files in compliance with the office file management system on a timely manner
3. Prompt actions to undertake research of legislation, case law, common law, other subsidiary Regulations and related materials when providing legal services/advice on simpler matter
4. Attentive contribute to actively support initiatives to improve the development of services in the AGC
5. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A law degree from the recognised institution
- Legal Practice Diploma

Desirable Qualifications

- A Law Degree
- Legal Practice Diploma
- Admitted to practice in Solomon Islands

Capabilities Required

- Personal capabilities, such as, managing time –punctuality, ethics, communicating clearly
- Interpersonal skills, such as mentoring, negotiating, coaching, motivating others
- Organisational Skills –planning, organising, managing work, drive for result, and managing outcomes

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Must able to contribute to the leadership, strategic management, policy, planning, resource allocation, and performance monitoring, of the Agency through participation in the Chambers Management groups and other staff meeting

KSC2. Must be able to comply with the Mission and Values of the Organisation and professional conduct rules

KSC3. Ensure consistency and quality of advice is delivered through appropriate consultation, reference to subject files

KSC4. Must possess the technical skills in research, advocacy and interpretation of the law, and have the high standard of personal integrity

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: **\$2,511.27**

Annual Salary: **\$65,292.96**

Annual Leave entitlement: 42 Calendar Days

Other Conditions of Service relevant to this position:

- Housing Allowances (10 % of annual Salary)
- Clothing Allowances -\$ 2,000/pa (Government Lawyers Association, as per MOU)
- Convenience Allowances 40% of members FN basic Salary (GLA, MOU)

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: