



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Public Solicitors Office

DUTY STATION: Honiara

POSITION NUMBER (HRMIS):

MINISTRY VACANCY REF:

POSITION TITLE: Principal Legal Officer

POSITION LEVEL: Level 12/13

SALARY RANGE: \$ 85,980.06 - \$ 93,801.97

THIS POSITION REPORTS TO: Chief Legal Officer

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 Public Solicitors Officer supports the Ministry of Justice and Legal Affairs to do this by providing fair and accessible justice system that defends the rights and responds to the diverse needs of disadvantaged people in the Solomon Islands.

This position will contribute to the corporate functions and objectives of this Ministry by providing legal services in the areas of criminal, employment, family law and general civil litigation in accordance with the Public Solicitor Act and the Guidelines for the provision of Legal Aid.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Serve as a Duty Lawyer and participate in legal clinics
- Undertake research of case law, law commentaries, legislation and related materials

- Provide advice on the rights, responsibilities, disclosures and available options for the client
- Settle disputes out of Court where appropriate and in the best interests of the client
- Represent the client until completion of trial in matters appearing before the Magistrates Court, the High Court, Court of Appeal and the Trade Dispute Panel
- Provide mentoring to the Senior Legal Officer in matters appearing before the High Court and the Court of Appeal
- Negotiate with client and legal fraternity particularly the prosecution in criminal cases, for the best interests of the client.
- 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:

- Proper work coordination in both the civil and criminal sections thus the court duties is attended and disposes on time. Also there will be a regular community outreach program facilitated.
- 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A Bachelor's degree in Law from a recognised University.
- Able to be admitted as Barrister and Solicitor of the High Court of Solomon Islands

Capabilities Required

- Able to demonstrate leadership capabilities
- 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.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1.** At least 4 years' relevant work experience in any Legal Office in either a commercial or public service environment
- KSC2.** Experienced as an effective team member
- KSC3.** Demonstrated high level communication and interpersonal skills including the ability to prepare written reports and present complex legal information to different audiences.
- KSC4.** Commitment in ensuring access to justice for those who qualify for legal aid
- KSC5.** A standard of personal integrity
- KSC6.** 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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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: