

Government of Tuvalu – Job Description



Position Title:	Assistant People's Lawyer	
Level and Salary:	T1 – T3	\$15,448 to \$29,287
Ministry and Department:	Office of the Prime Minister	Office of the People's Lawyer
Location:	Funafuti	
Reports to:	People's Lawyer	

JOB PURPOSE:

Assist the People's Lawyer with providing legal service and advice to the general public as per the requirements under the People's Lawyer Act.

JOB DESCRIPTION

1. The Assistant People's Lawyer must assist the Peoples Lawyer in discharging the duties and responsibilities of the Peoples Lawyer in pursuant to his/her functions under the People's Lawyers Act.
2. Provide high level and quality legal assistance and services to the people of Tuvalu in a timely, professional and ethical manner.
3. Provide high level and sound litigation and advocacy advice while aiming at the same time to develop the legal sector through legal publication, together with the Peoples Lawyer.

KEY RESPONSIBILITIES:

1. Assist the Peoples Lawyer in providing quality and high standard legal advice and representations to the public in a timely, professional and ethical manner.
2. Good knowledge of existing laws of Tuvalu.
3. Represent clients in court without fear, high level of legal professionalism and with due respect to the Court and the Rule of Law.
4. Assist the Peoples Lawyer in maintaining client's database, records and filing system, general administration of the office and any other responsibilities required of the officer and as directed to him/her by the Peoples Lawyer from time to time.
5. Promptly maintain a professional relationship with potential clients. Maintain a scope of confidential relationship with client.

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MAIN DUTIES AND OUTCOMES:

1. Ensure high quality and standards of legal services and representation rendered to clients.
2. Ensure that clients have legal cause of action before assistance is warranted and endeavor to settle the matter outside of courts if possible, without prejudice to the interests of clients.
3. Maintain a high level of understanding in the changes in the laws and their impacts on clients.
 - a. Ensure that high level of legal profession and court etiquette is provided when preparing and appearing in Court as officers of the court while bearing in mind the best interest of the client.
 - b. Maintain professional relationship with clients and deal with each client on case to case basis and maintain confidentiality as a priority.
4. Ensure that assistance is given as requested by the Peoples Lawyer in the maintenance of client's database and filing system.
5. Organize and promote awareness activities to the public on the contents of the laws and the impacts on their lives.
6. Dedicate 25% of legal service to legal research and writing and ensure that at least one legal opinion is published in a year.

MANDATORY REQUIREMENTS:

A Bachelor of Laws and Professional Diploma in Legal Practice

DESIRABLE REQUIREMENTS:

At least 3 years of legal practice is encouraged but not mandatory	Negotiation and Mediation skills
Very Good written and oral communication skills (Tuvaluan and English)	Legal research and litigation
High-level attention to detail and accuracy	Sound Microsoft Office and computer skills/database
Ability to liaise with a range of stakeholders and the public	Excellent time management skills
Excellent organizational skills	Familiar with Tuvalu's legal system/laws etc

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.

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- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is also expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.