

Government of Tuvalu – Job Description



Position Title:	Research Officer	
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:

The Research Officer to the OPL will be part of the support staff within the Office of the People’s Lawyer. We are seeking a Research Officer to conduct a range of research which supports the Office of the People’s Lawyer with its vision and missions.

KEY RESPONSIBILITIES:

1. Searching for and retrieving information from the internet, online databases and paper based sources.
2. Carry out desktop research, using a range of methods and sources of data related to the use of Alternative dispute resolution mechanisms.
3. Producing high quality and varied research outputs including analysis, report writing and presentations where necessary.
4. Organizing, designing and carrying out fieldwork, often with the participation of marginalized or disadvantaged people in Tuvalu.
5. Writing speeches, articles, policy papers, and party briefs.
6. Writing/editing draft questionnaires/surveys or reports.
7. Helps and assist the Peoples Lawyer and/or the legal staff with planning and organizing events, and plan the necessary logistics.

MAIN DUTIES AND OUTCOMES:

1. Ensure that the office is properly managed and information and communication is well organized.
2. Managing communications between the office, its customers, clients and its employees, such as by mail, phone, or email. Document all these communications between lawyers and its clients and to register them appropriately.
3. Liaise and work in coordination with legal professional on awareness programmes, workshops, trainings etc. Organize staff meetings and CLEs and trainings. Assist with logistics on events organized by the office.

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4. Keep careful filing records, or developing a filing system; assisting other employees with projects or research; and making and preparing all travel arrangements
5. Other administrative duties as required by the Peoples Lawyer from time to time.

MANDATORY REQUIREMENTS:

Must have a Degree in Law or Diploma in other related fields and have taken optional 200 Level Law courses OR at least two years working experience in research work

DESIRABLE REQUIREMENTS:

Excellent written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Good Microsoft Office and computer skills/database

Ability to liaise with a range of stakeholders

Very Good time management skills

Very Good secretariat and management skills

Very Good organizational skills

Very Good customer service skills

Familiar with Tuvalu's legal system/laws etc

Familiar with the daily operations and functions of the Office of the Peoples Lawyer

Obedient to supervisors and punctual to work at all times

IMPORTANT NOTICE

Applicants through their applications MUST:

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

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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.