

## Tuvalu Government – Job Description



<b>Position Title:</b>	Senior Crown Counsel	
<b>Level and Salary:</b>	T1- T3	\$15,448 - \$29,287
<b>Ministry and Division:</b>	Office of Prime Minister	Attorney General's Office
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Attorney General	

### **JOB PURPOSE:**

Provide high level support to the Attorney General with the day to day management of the Office.

### **KEY RESPONSIBILITIES:**

1. Research and provide high level advice on legal matters.
2. Supervise and manage criminal prosecutions, civil litigation and advisory work.
3. Provide representation in serious criminal and civil cases.
4. Drafting of legislation and provide assistance to line ministries on the implementation of new and existing laws.
5. Assist and contribute to the incorporation of international treaties into domestic laws.
6. Supervise and assist Crown Counsels.

### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Coordinate and submit advice on matters of legal importance including commercial negotiations, development projects, government compliance with domestic and international law within five working days or at a time agreed with the Attorney General.
- 2.1 Liaise with and support Crown Counsels on their respective cases.
- 2.2 Follow up and discuss with Crown Counsels on the progress of cases that they are managing.
- 2.3 Assist the Attorney General in making sure that all cases are well investigated and proper procedures are followed before taken to court.
- 2.3 Assist the Attorney General in making sure that all cases including criminal, civil and also land matters are taken to court for proceedings without any further delay.
- 2.4 Clear backlog of pending cases as much as possible.

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3.1 Prepare and appear in court proceedings on behalf of the Crown.

3.2 Prosecute serious criminal and civil offences as directed by the Attorney General.

4.1 Facilitate and contribute to awareness workshops and training with departments to improve their understanding in the application of new, existing and amendments to legislation.

4.2 Promote national consultations with the public, community and relevant stakeholders.

5.1 Assist departments with incorporating international conventions into domestic laws.

5.2 Working together with departments in drafting and compiling state reports to international committees.

6. Provide ongoing feedback on work performance and attendance of staff, through; regular meetings, constructive feedback, training/development and input into the performance appraisal process.

### **MANDATORY REQUIREMENTS:**

Bachelor of Law (LLB)

Applicant must have obtained Professional Diploma in Legal Practice for more than 5 years.

Tuvaluan citizen

### **DESIRABLE REQUIREMENTS:**

Post graduate and Masters in law qualification.

### **SKILLS AND PERSONAL ATTRIBUTES**

High level written and oral communication skills (Tuvaluan and English)

High level attention to detail and accuracy

Excellent representational skills

Ability to liaise with a range of stakeholders

Excellent time management skills

Sound computer skills

High level of independency and good leadership skills

High level of integrity and confidence.