

Tuvalu Government- Job Description



Position Title:	Crown Counsel (x1)	
Level and Salary:	T1-T3	\$15,448- \$29,287
Ministry and Department:	Office of the Prime Minister	Attorney General's Office
Location:	Funafuti	
Reports to:	Attorney General	

JOB DESCRIPTION

1. Assist the Attorney General with researching, advising and representing the government on matter of legal importance.

KEY RESPONSIBILITIES

1. Research and provide legal advice on national legislation.
2. Assist the government departments on drafting of laws and formulation of policies.
3. Represent government in civil and criminal proceedings.
4. Provide assistance to government departments on the implementation of new and existing laws.
5. Assist with the incorporation of international treaties into domestic laws

MAIN DUTIES AND OUTCOMES .

1.1 Coordinate and submit advice on legal matters including commercial negotiations, development projects, government compliance with domestic and international law within five working days or an agreed time.

2.1 Respond to departments written requests for legal assistance.

2.2 Liaise with relevant departments on stages and progress of their proposal.

2.3 Finalise the proposals for submission to the appropriate authorities.

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

3.2 Prosecute criminal offences as directed by the Attorney General from time to time.

4.1 Facilitate awareness workshops and training with departments to promote understanding and 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 Work with and contribute in drafting and compiling state reports to international committees.

MANDATORY REQUIREMENTS:

Must have a Bachelor of Laws and Professional Diploma in Legal Practice.

DESIRABLE REQUIREMENTS:

At least two years working experience in a related field.

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

High-level attention to detail and accuracy.

Excellent representational skills and understanding of Tuvaluan practice, customs and traditions.

Ability to liaise with a range of stakeholders.

Excellent time management skills.

Sound computer skills.

NOTE:

It is 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.