

Government of Tuvalu – Job Description



Position Title:	Deputy 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:

To assist the Peoples Lawyer with providing legal services and advice to the general public as per the requirements under the Peoples Lawyer Act.

KEY RESPONSIBILITIES:

1. Ensure that quality legal services and representation is rendered to clients in a timely, professional and ethical manner.
2. Ensure that clients have legal cause of action before assistance is warranted. As required under the Act, the Deputy Peoples Lawyer must (if possible) endeavor to settle the matter outside of courts. At any time, such action must be taken without prejudice to the interest of the client(s).
3. Ensure that he/she is updated with the changes (either recent or past) in the laws of Tuvalu and their impacts on client(s) cases are managed with great care at all times.
4. Assist in the managing of client's database, filing systems and newly appointed lawyers within the OPL.
5. Manage awareness activities to the public on the laws and its impact on their lives.
6. Ensure that legal publications are published annually in any area relevant to Tuvalu and to the public in particular.
7. Supervise, manage and take charge of all Land and Family law cases in the office, either through advisory or litigation.
8. To perform any other key duties and responsibilities as directed to him/her by the Peoples Lawyer.

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MAIN DUTIES AND OUTCOMES:

- 1.1. Provide high level and quality legal services to the public in an ethical, professional and timely manner.
- 1.2. Manage professional relationships with clients ensuring a scope of confidentiality is maintained
- 2.1. Assist the People's Lawyer in settling matters and issues out of court.
- 2.2. Provide excellent knowledge and advice on existing laws of Tuvalu.
- 3.1. Ensure 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.
- 3.2. Manage professional relationships with clients on a case-to-case basis and ensure confidentiality is a priority.
- 4.1. Assist the People's Lawyer in maintaining an up-to-date client database, records and filing system.
- 4.2. Closely monitor, review and train newly appointed lawyers on relevant laws and legal frameworks required to perform at a professional manner.
- 5.1. Develop public awareness activities on the laws of Tuvalu and the impact it has on their daily lives.
- 5.2. Deliver said awareness activities to the public and manage feedback.
- 6.1. Provide high level, sound litigation and advocacy advice while aiming at the same time to develop the legal sector through legal publication(s).
- 7.1. Provide professional advice on the current Land law system and the dispute solving mechanism.
- 7.2. Provide legal advice/representation for civil litigation cases, particularly on Land and Family cases.

MANDATORY REQUIREMENTS:

Bachelor of Laws and a Professional Diploma in Legal Practice Certificate, with three (3) years working experience in legal practice. Had appeared as Counsel in the Superior Courts (High Court or Court of Appeal) of Tuvalu.

It is a mandatory requirement that the applicant possesses a valid certificate of practice in the courts of Tuvalu.

DESIRABLE REQUIREMENTS:

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A person of good repute, integrity and legally competent
Excellent written and oral communication skills (Tuvaluan and English)
Excellent interpersonal relationship skills
High-level attention to detail and accuracy
High level of independent critical thinking, critical analysis, leadership, representational, communication and organizational skills
Excellent Negotiation and mediation skills
Excellent legal research and litigation skills
Excellent time management skills

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.

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.