

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Ministry of Justice

2. **Position Title:** Senior Legal Officer

3. **Salary Level:** 5

4. **Division:** Office of the Public Legal Service

5. **Reports To:** Deputy Director and Director

6. **Direct Reports:** Legal officers, Paralegal

7. Primary Objective of the Position:

The initial purpose of this post is to assist the Office by:

- supervising and providing efficient, quality and timely all legal services (legal advice, casework, Court representation) to the disadvantaged people in Kiribati,
- assisting the development of legal officers capacity in most critical aspect of legal practice, litigation and advocacy
- assisting and contributing in the provision of law reform initiatives to promote and advocate human rights issues and
- assisting in carrying out administrative duties and administrative management where superiors are absent.

8. Position Overview

9. **Financial:** Up to \$5,000

10 **Legal:** Kiribati Law Society Act, Admission Rules, High Court Civil Procedure Rules,

11. **Internal Stakeholders:**

- Legal officers
- Paralegals
- Office Manager
- Interpreters
- IT Officer
- Account Officer
- Working colleagues
- Clients

12. **External Stakeholders:**

- Magistrates
- Judges
- Clients
- Community members
- Police
- Prisoners
- Courts officers
- MWYSA
- Island Councils
- Outer island residents
- Students

To be referred to Manager:

- Legal Services

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:

Date of Issue:

2016

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- Reports
- Divisional monthly reports
 - Duty Rosters
 - Outer island trips
 - Office Branch matters ,
 - Workshops,

- Governmental/Non-Governmental Agencies

To be referred to Manager

- Reports concerning Community Legal Education and the progress thereof
- Divisional monthly reports
- Duty rosters and budget reports

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>To supervise and provide efficient, quality and timely legal services (legal advice, casework, Court representation and alternative dispute resolution) to the disadvantaged people in Kiribati,</p>	<p>Responsible for the provision of free, quality and timely legal services in the form of legal advices, court representation and casework, to the disadvantaged people</p> <p>Responsible for the implementation of the eligibility guidelines to the disadvantaged people and ensuring that people assisted met those guidelines,</p> <p>Overall supervising, mentoring and training of Legal officers and Paralegals,</p> <p>Responsible for completion of support staff's performance appraisal annually</p>	<p>Clients are satisfied with the service, no complaints received,</p> <p>High management of caseload velocity and quality caselist review</p>

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To assist and contribute in the provision of law reform initiatives to promote and advocate human rights issues

To assist in carrying out administrative duties and administrative management where superior officers are absent

Responsible for providing law reform initiatives through submissions to Government, law reform bodies or Court adjudicators,

Responsible for assisting in developing programs that promote law reform initiatives on human rights issues,

Responsible for assisting in carrying out administrative duties and in dealing with official businesses or affairs in the absence of Deputy and the Director,

Responsible for reviewing reports and providing direction of same,

Responsible for working within budget limit

Law reform submissions or initiatives are well drafted and all considered,

Progressive monthly report is updated,

Budget is well managed and reflected in the financial reports

10. Key Challenges

- Managing caseload effectively and efficiently,
- High demand of legal services from the public,
- Working with limited resources and under strained funds,
- Frequent meetings with staff to detect early problems that might arise and to solve them as soon as possible,

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: Bachelor of Laws (LLB),
Professional Diploma in Legal Practice

Experience: Experience in legal practice and been in practice for more than 5 years,

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Job Training: Should have completed five years in legal practice experience,

Prerequisite: Should have at least undergone post graduate trainings in litigation skills or other leadership training offered offshore,

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Customer and Personal Service
- Legal
- English Language
- Clerical
- Computers and Electronics

2. Skills:

- Speaking
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Mentoring
- Monitoring

3. Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair
- Professional
- Hardworking and dedicated

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