

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice		
2. Position Title: Law Clerk	3. Salary Level: L 18-15/14-12	4. Division: Office of the Public Legal Service
5. Reports To: Office Manager	6. Direct Reports:	
<p>7. Primary Objective of the Position: The purpose of the posts is to assist the Corporate Service by providing registry clerk services including front counter and customer service to the public including performing legal duties such as drafting of letters, Statutory Declarations and other minor Court documents as well as filing and serving of Court papers. The post will also involve providing legal revision services such as reviewing of laws including updating, reporting and binding, providing relief interpreting duties and translating services to OPLS staff and maintenance of database management, as well as participation in community legal education programs which may include designing of brochures, pamphlets making, legal binding and presentations.</p>		

8. Position Overview	
9. Financial:	10. Legal: Public Records Act 1983, Evidence Act 2003
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Lawyers • Paralegals • Office Manager • Interpreters • IT Officer • Account Officer • Working colleagues, • Clients <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Purchases 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Magistrates • Judges • Clients • Community members • Police • MWYSA • Island Councils • Councilors • Outer island residents • Students • Governmental/Non-Governmental Agencies

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.

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<ul style="list-style-type: none"> • Online resource programs • Software programs • Community Legal Education programs and reports • Performance reports • Monthly reports, • Outer island and overseas trips • General reports • Progressive reports 	<p>To be referred to Manager</p> <ul style="list-style-type: none"> • Participation in Community Legal Education • Community Legal Education programs and reports • Performance reports • Monthly reports, • Outer island and overseas trips • General reports • Progressive reports
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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
Providing registry clerk services including filing and serving of Court documents and drafting of legal documents and other minor Court documents	Responsible for the provision of registry clerk including front counter and customer services to the general including serving and filing of Court papers, Responsible for drafting letters, Statutory Declarations and other minor Court papers	Statutory Declarations, Affidavit of services Weekly reports
Interpreting and translating duties	Responsible for interpreting English language into Kiribati language and vice versa Responsible for interpreting sign language into readable and writeable language Responsible for translating complex English writings into Kiribati writings and vice versa	Translation activities Monthly reports
Supporting the implementation of the community legal education programs and public awareness on human rights	Responsible for supporting CLE awareness programs Responsible for implementing CLE Divisional Plans	Participate in CLE awareness programs and campaigns through paper work, compiling and

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issues and the rule of law	through paper work such as book binding, pamphlets or brochure making or actual participation where appropriate	collating and or actual participation Periodic and progressive reports
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Developing precedents • Matching twinning library • Monthly reports • Progressive reports • Meeting deadlines • Working with limited resources under strained funds 	<p>15.1 PQR (Position Qualification Requirement): Form 7 Certificate with good Grade in English, Certificate in Law is an advantage.</p> <p>Experience: At least 2 years Court or Law Firm experience</p> <p>Job Training: Should have at least completed 1 year practice in a legal firm,</p> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge Customer and Personal Service Legal English Language Clerical Computers 2. Skills: Speaking Active listening, Reading comprehension Social perceptiveness

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	Paper Binding skills Pamphlets and Brochures making
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3. Attributes

Efficient
Effective
Innovative
Creative
Fair
Professional
Hardworking and dedicated

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