



LEGAL AID COMMISSION

"An Equal Opportunity Employer"

VACANCIES

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of *"providing greater access to justice for all Fijians"* and to further strengthen its Litigation Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the position of Legal Officer.

LO 01/2021	Legal Officer – Family Law
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KEY RESPONSIBILITIES

The appointee shall be responsible for:

- providing high quality, professional and efficient advice and representation in Court, in particular, the Family Court.
- provide legal opinion and assess applications for Legal Aid assistance in compliance with policies and guidelines;
- participate in the First Hour Procedure as and when required;
- participate in community education awareness programs;
- work professionally in collaboration with different organizations, offices and institutions;
- carry out duties that the Director may assign in meeting the Commission's objectives and its vision of greater access to justice for all Fijians.

SELECTION CRITERIA

THE PERSON

The person must be professionally qualified under the provisions of the Legal Practitioners Act and be admitted to the High Court of Fiji to practice as a barrister & solicitor or be eligible for admission to the High Court of Fiji.

Persons with a minimum of 1-year post admission and advocacy experience especially in the area of Family Law will be preferred.

SKILLS & ABILITIES

- ability to perform his/her duties independently using sound judgment;
- ability to work under pressure and meet strict deadlines;
- must maintain confidentiality at all times given the nature of the work entrusted to him/her;
- possesses cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds;
- is flexible yet demonstrates good work ethics without compromising his/her position and that of the organization.
- ability to undertake all types of Family Law matters with little supervisions.

SALARY

- **In making the Legal Aid Commission an "employer of choice", a lucrative salary package would be offered.**

To be considered eligible, applicants **MUST INCLUDE** all of the following:

- covering letter;
- curriculum vitae from applicant detailing personal details, academic qualifications and work-related experience (should be no more than 4 pages);
- certified copies of all academic transcripts that specify grades, Grade Point Average (GPA) and or marks;
- a certified copy of the applicant's full birth certificate.

Applications for the above positions are to be clearly identified using the Vacancy Reference Numbers provided. **CANDIDATES MUST STATE THE POSITION AND OFFICE APPLIED FOR. CANDIDATES WHO DO NOT SPECIFY THE POSITION AND OFFICE WILL NOT BE CONSIDERED.** Enquiries can be directed to Mr. Shahin Ali, Acting Director, Legal Aid Commission on telephone number 3311195 or via email: vacancies@legalaid.org.fj. Please note that when submitting applications through email, all relevant documents must be included in order for the application to be considered.

NOTE: APPLICANTS WHO DO NOT SUBMIT THE REQUIRED DOCUMENTS AND WHO DO NOT COMPLY WITH INSTRUCTIONS WILL NOT BE CONSIDERED. DUE TO THE HIGH NUMBER OF APPLICATIONS EXPECTED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

The positions are on a contract basis. Applicants are to submit their applications by Monday 3.00 p m , 1st March, 2021. **Applications received after this date and time will NOT be considered.** All applications are to be sent to:

(Vacancy Title & Reference Number)
Chairperson
Legal Aid Commission
Private Mail Bag
Government Buildings
Suva

Or hand delivered to the following Address:

Legal Aid Commission
Legal Aid Fiji Building
41 Loftus Street
Suva

Or via email: vacancies@legalaid.org.fj