



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 Senior Legal Officer.

SLO 01/2021	Senior Legal Officer – Family Law
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KEY RESPONSIBILITIES

The appointee shall be responsible for:

- providing quality and professional representation in Court, in particular the Family Court;
- providing Duty- Solicitor service as and when required;
- participate in the First Hour Procedure as and when required;
- providing quality and professional advice to clients and to the public in all areas of law;
- participate in community education awareness programs;
- carry out assessments of the legal aid applications (means) in a timely manner;
- work professionally in collaboration with different organizations, offices and institutions;
- assist the different departments within the Commission when there is a need for the efficient running of the Commission;
- carry out duties that the Director may assign in meeting the Commission's objective 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 admitted to the High Court of Fiji to practice as a barrister & solicitor.

Persons with a minimum of 4-year post admission and advocacy experience especially in the area of Family Law will be preferred.

SKILLS & ABILITIES

The Person must be someone who:

- is able to perform his/her duties independently using sound judgment;
- has excellent analytical skills
- is self-motivated;
- is able to work under pressure and meet strict deadlines;
- is punctual;
- must maintain confidentiality at all times given the nature of the work entrusted to him/her;
- is respectful and courteous;
- possesses cultural awareness and sensitivity and is able to work with employees from diverse backgrounds;
- is flexible yet demonstrates good work ethics without compromising his/her position and that of the organisation;

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. 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 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 . 0 0 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