

# LEGAL AID COMMISSION

"Promoting Greater Access to Justice to all Fijians"



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## JOB DESCRIPTION

**Position:** Principal Legal Officer                      **Unit:** Litigation Unit  
**Location:** n/a    **Salary:** n/a  
**Reports To:** Director

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### THE POSITION

The Principal Legal Officer (the "PLO") is responsible for providing high quality, professional, efficient and solution focused legal services.

### KEY RESPONSIBILITIES

- provision of high quality, professional, and efficient delivery of legal services in the areas of Family, Criminal, and Civil Law;
- provide high level client focused legal services;
- ensure compliance with the policies and strategies of the Commission by practicing good governance and professionalism in the conduct of duties in a transparent manner;
- management and supervision of staff;
- provision of First Hour Procedure and representation under the Duty Solicitor Scheme;
- undertake and participate in community education awareness programs
- representation of clients in the Court of Appeal, Supreme Court and occasionally in the High Court and Magistrates Court;
- monitoring, mentoring, and training of subordinate staff;
- conduct regular case and file audits;
- vet applications, provide legal review of applications and case files, carry out legal opinions, prepare and review legal submissions and other legal documents;
- attend, organize and coordinate prison visits.

## **SELECTION CRITERIA**

### **THE PERSON**

Professionally qualified under the provisions of the Legal Practitioners Act of 2009 and admitted to the High Court of Fiji to practice as a Barrister & Solicitor. Qualification required for appointment as Principal Legal Officer and a minimum of 6 years post-admission experience in Criminal, Family, and Civil Law litigation. Proven track record of continuous good performance, and an assessed potential to progress beyond Principal Legal Officer post. Exceptional interpersonal and leadership skills with proven ability to manage subordinate staff and teams. Must have management and supervision experience with the ability to handle heavy workloads.

### **KNOWLEDGE AND EXPERIENCE**

- in-depth knowledge of and experience in Criminal, Family and Civil law litigation;
- excellent advocacy, research, and analytical skills;
- experience in preparing and handling highly complex legal opinions, submissions, and matters;
- knowledge of and experience in human resources management, general management practices, administration, and supervision of subordinate staff and teams;
- excellent oral presentation skills and an equal command of the English language;

### **SKILLS AND ABILITIES**

- ability to contribute towards the development and implementation of strategies to achieve organisational objectives;
- ability to manage and lead a team, mentor, and participate as a member of a team;
- maintain confidentiality at all times;
- ability to drive change, innovate, and bring about improvements;
- possesses cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds;
- flexible yet demonstrates strong work ethics without compromising his/her position and that of the organisation;
- ensures that the highest standard of professional conduct is maintained at all times;
- ability to handle heavy workloads

**PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Legal Aid Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution.

Applicants must also be Fijian Citizens, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.