



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 vacancies referred to below. All appointees will report to the Director/Business Operations Manager and will be required to assist with the effective and efficient operations of the office.

V/No: LO 01/2022 LEGAL OFFICER

Position Purpose

The primary purpose of this position is to provide high quality professional and efficient legal services.

Key Responsibilities

Duties include but not limited to:

- providing high quality, professional and efficient advice and representation;
- attend to all litigation matters, carry out 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;
- work professionally in collaboration with different organizations, offices and institutions;
- Ensuring that at all times there is compliance with the policies and strategies of the Commission by practicing good governance and professionalism in the conduct of duties in a transparent manner;

Person Specification

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.

Must have a minimum of 1-year post admission and advocacy experience especially in the area of Family Law and Criminal Law.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- a thorough knowledge of the Constitution and Laws of Fiji
- knowledge of family and criminal litigation, drafting, research and representation

- ability to undertake legal research and produce high quality and accurate legal opinions, submissions and other legal documents
- a professional attitude, awareness of confidentiality requirements of the organization and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- ability to handle a heavy workload, complete work accurately and according to strict timelines and demonstrate intellectual capacity, drive, innovation and leadership
- good interviewing and instruction taking skills
- cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds;
- excellent communication and oral presentation skills and an equal command of an English language
- ability to undertake all types of Family Law and Criminal Law matters with little supervisions.
- ability to contribute to a high performing team
- is flexible yet demonstrates strong 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.

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. The Legal Aid Commission is an *Equal Opportunity Employer*. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants.

Application Process

To apply and be eligible for consideration applicants must submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.
3. Copies of academic transcripts.

The Legal Aid Commission has competitive open-merit based recruitment & selection process.

Submission

Applications must be submitted by 12.00pm on Friday 4th March, 2022; late applications will not be accepted.

Applicants are encouraged to submit their application by email to vacancies@legalaid.org.fj

OR

(Vacancy Title & Reference Number)

Chairperson

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva