



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.

V/No: LO 03/2022 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 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 eligible for admission to the High Court of Fiji to practice as a barrister & solicitor

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- a thorough knowledge of the Constitution and Laws of Fiji
- knowledge of civil 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 Civil 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 organization

Salary

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

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, enrollment certificate.

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

Submission

Applications must be submitted by 12.00pm on Friday 8th July, 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.