



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. Applicants are invited from suitably qualified and experienced persons for the position for the Director, Legal Aid Commission ('Commission').

V/No: DLAC 01/2023 DIRECTOR, LEGAL AID COMMISSION

Position Purpose

The Director is responsible for the effective and efficient management of the Commission. The Director is accountable to the Commission for providing leadership and implementing strategic priorities.

Key Responsibilities

- undertake a practical leading role in litigation before the Magistrate Court, High Court, Court of Appeal and Supreme Court;
- undertake and oversee strategic projects including capital projects and ensure the long-term viability and sustainability of the Commission through the execution of the Commission's short and long-term plans;
- support the Commission in fulfilling its legislative, constitutional, and governance obligations by ensuring good corporate governance practices;
- lead and contribute towards the achievement of organizational objectives;
- lead and drive innovation in the manner in which legal services are delivered;
- provide policy advice to the Commission and assist the Commission in the development of policies;
- ensure the provision of free legal aid services nationwide to all Fijians who qualify for such assistance; and
- maintain sound financial management of the Commission including control of expenditure, development of budgets, audits of all activities and seek funding opportunities that support the advancement of the Commissions strategic priorities.

SELECTION CRITERIA

QUALIFICATION REQUIREMENT

The Applicant must be qualified as a legal practitioner under the Legal Practitioners Act 2009 and must possess litigation and management experience with post admission practice of at least 15 years of experience

EXPERINEC, SKILLS & ABILITIES

- a good understanding of the objectives of the Commission;
- must possess appropriate experience in advocacy;
- demonstrated experience, capacity, and ability to lead, develop, and effectively manage a large organisation;
- exceptional leadership skills with demonstrated people development approach;
- excellent communication and interpersonal skills;
- extensive experience in management, human resources management, administration and operations, financial management including income and expenditure operations, preparing and presenting budget submissions with demonstrated capacity to successfully manage a large budget;
- experience in strategic planning, development and drafting of policies, standard operating procedures, with a strong focus on monitoring, reporting, and compliance;
sound understanding of and demonstrated good governance practices, including extensive work experience in strategic management, and risk management; and
- ability to build collaborative professional relationships with key stakeholders and represent the Commission in a variety of forums.

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.
4. Certificate of good standing from the Legal Practitioner Unit.

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

Submission

Applications must be submitted by 4.00pm on Friday 31st March, 2023. **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)
The Chairperson
Legal Aid Commission
41 Loftus Street
Private Mail Bag
Government Buildings
Suva