



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: PLO 02/2023 Principal Legal Officer

Position Purpose

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

Key Responsibilities

The appointee shall be responsible for:

- providing high quality, professional and efficient advice and representation;
- attending to highly complex litigation, carry out legal opinion and assess applications for Legal Aid assistance in compliance with policies and guidelines;
- supervising and mentoring junior lawyers including training;
- assist in the development and implementation of strategic policies and procedures;
- 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

Be 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.

Serving officers must have served approximately 3 years as a Senior Legal Officer or equivalent. Non serving applicants must have at least 6 years post admission experience.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- a thorough knowledge of the Constitution and Laws of Fiji
- a good track record of supervisory and management experience with the ability to successfully lead a team and demonstrated leadership competencies
- extensive experience in family, criminal and civil litigation with a strong academic record
- demonstrated advocacy experience in High Court and Court of Appeal
- consistently good reports and assessed as having the ability to solve complex problems
- ability to undertake critical 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 heavy workloads, compete work accurately and according to strict timelines and demonstrate intellectual capacity, drive, innovation and leadership
- excellent communication and oral presentation skills and an equal command of the English language
- 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

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

Submission

Applications must be submitted by 4.00pm on Friday 14th April, 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 Acting Director

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva