



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$45,000.00 - \$55,000.00]	Position:	Senior Legal Officer
Level	LAW 03	Duty Station	Labasa
Reports to:	Officer in Charge	Report	N/A

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.

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;
- supervise and mentor legal officers including training;
- anticipate in 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.

Serving officers must have served approximately 3 years as a Legal Officer. Non serving applicants must have at least 4 years post admission experience and is willing to work in Labasa.

KNOWLEDGE, EXPERIENCE

The applicant should possess:

- A thorough knowledge of the Constitution and Laws of Fiji
- Appropriate experience in Family, Civil and Criminal advocacy with strong academic record
- Prepare high quality and accurate legal opinions, submissions and other legal
- Handle a heavy workload, compete work accurately and according to strict timelines and demonstrate intellectual capacity, drive, innovation and
- Cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds;
- Contribute to a high performing team

SKILLS & ABILITIES

- Strong interviewing and instruction taking skills
- Ability to solve complex problems
- Ability to undertake legal research
- A professional attitude, awareness of confidentiality requirements of the organization and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- Excellent communication and oral presentation skills
- Strong command of the English language