



**LEGAL AID COMMISSION**  
*"An Equal Opportunity Employer"*

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**POSITION DESCRIPTION**

<b>Employee:</b>		<b>Employee ID:</b>	
<b>Salary Scale:</b>	<b>[\$75,000.00 - \$119.00.00]</b>	<b>Designation:</b>	<b>Deputy Director</b>
<b>Level:</b>	<b>LAW 01</b>	<b>Duty Station:</b>	<b>Suva</b>
<b>Reports to:</b>	<b>Director</b>	<b>Report:</b>	<b>Litigation Units Principal Legal Officers</b>

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

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**Position Purpose**

The primary purpose of this position is to assist the Director Legal Aid in the implementation of all Board policy decision and to ensure all strategic objectives are achieved. Ensure that the Board and Director Legal Aid internal directives, Acts and legislations are being complied with.

**Key Responsibilities**

Duties Include:

- assist the Director Legal Aid for the implementation of policy decision made by the Commission;
- provide an effective and efficient management of the litigation division;
- ensure high quality, professional and efficient service delivery;
- provide high quality legal advice to clients and members of the public;
- ensure the timely provision of service under the First Hour Procedure;
- provision of service to those who are incarcerated;
- organise, participate and oversee the professional development of lawyers and corporate staff;
- carry out assessment of application in a timely manner;
- prepare legal opinions in a timely manner;
- implement and ensure an effective case management system;
- carry out regular performance review of staff and provide report;
- assist in recruitment and selection process;
- provide regular data, information and report;

- develop systems and procedures to ensure high quality, professional and efficient service delivery;
- ensure compliance with the policies and strategies of the Commission by practicing good governance and professionalism in the conduct of duties in a transparent manner;
- coordinate, administer and supervise the appeal division;
- coordinate and organise outreach programs or community awareness;
- act in all respects in accordance with directions given to the officer by Board and the Director.

## **SELECTION CRITERIA**

### **THE PERSON**

In addition to having a Bachelor of Laws and Professional Diploma in Legal Practice from a recognised institution with relevant work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

- knowledge of the Crimes Act 2009, Criminal Procedure Act 2009, Sentencing and Penalty Act 2009, Fiji Court of Appeal Act and Regulation, Fiji Supreme Court Act, High Court Rules, Magistrate Court Act, other Acts of Parliament, Policies of the Board of Legal Aid, and other relevant Legislations;
- sound Knowledge of the Fijian Constitution [2013];
- knowledge on the Commission Circulars, Policies and Directives;
- Must have at least 10 years post admission practice;
- vast experience in handling Magistrate Court, High Court and Fiji Court of Appeal and Supreme Court matters;

### **SKILLS & ABILITIES**

- excellent writing and verbal skills;
- excellent analytical skills;
- ability to conduct hearing and trials in all courts;
- ability to attend to complaints with appropriate recommendation;
- ability to prepare Commission Papers for the Board;
- demonstrated ability to plan, coordinate, facilitate and organize all training of staffs;
- ability to constantly maintain, cope and ensure compliance with the policy decision of the Board and the laws of Fiji;
- ability to maintain confidentiality and be a team player in a challenging environment;
- ability to organize, coordinate and attend to prison visit;
- ability to do any work without any supervision;
- possess relevant skills and experience in Family, Criminal and Civil law matters and assessed ability to manage blocks of high level of work efficiently and effectively;
- have demonstrated leadership skills, practice, organizational skills with effective communication and interpersonal skills; and
- ability to manage and motivate staff.