



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$34,000.00 - \$44,000.00]	Position:	Legal Officer
Level	LAW 04	Duty Station	Nadi
Reports to:	Officer in Charge, Nadi	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 vacancy 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;
- 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 admitted to the High Court of Fiji to practice as a barrister & solicitor and is willing to work in Nadi.

KNOWLEDGE, EXPERIENCE

The applicant should possess:

- a thorough knowledge of the Constitution and Laws of Fiji
- working knowledge of law, drafting, research and representation
- cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds
- a professional attitude, awareness of confidentiality requirements of the organization

SKILLS & ABILITIES

- ability to undertake legal research and produce high quality and accurate legal opinions, submissions and other legal documents
- demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- strong interviewing and instruction taking skills
- excellent communication and oral presentation skills and an equal command of an English language
- ability to contribute to a high performing team
- ability to handle a heavy workload, complete work accurately and according to strict timelines and demonstrate intellectual capacity, drive, innovation and leadership
- is flexible yet demonstrates strong work ethics without compromising his/her position and that of the organization