



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

**POSITION DESCRIPTION**

<b>Employee:</b>		<b>Employee ID:</b>	
<b>Salary Scale:</b>	<b>[\$45,000.00 - \$55,000.00]</b>	<b>Position:</b>	<b>Senior Legal Officer</b>
<b>Level</b>	<b>LAW 03</b>	<b>Duty Station</b>	<b>Suva</b>
<b>Reports to:</b>	<b>Officer in Charge, Civil Litigation Unit</b>	<b>Report</b>	<b>N/A</b>

**Objective**

The Senior Legal Officer at the Legal Aid Commission (LAC) Fiji is responsible for leading the provision of high-quality legal services to underprivileged and vulnerable individuals. This role ensures the delivery of justice through effective legal representation, advice, and advocacy, contributing to the overall mission of promoting access to justice and upholding the rule of law.

**Key Responsibilities**

Duties include but limited to:

- Lead and manage complex legal cases, ensuring diligent preparation and effective representation
- Provide expert legal advice and counsel to clients, staff, and community members
- Conduct legal research, draft legal documents, and represent clients in court proceedings.
- Mentor and supervise junior legal officers and Interns, Attachees and volunteers, fostering a culture of learning and professional growth
- Anticipate in First Hour Procedure as and when required
- Engage with stakeholders to advocate for policy changes and law reform that benefit vulnerable populations.
- Collaborate professionally with LAC team, functions and departments to realize targets and goals
- Ensure compliance with legal aid policies, procedures, and ethical standards.
- Demonstrate and Promote LAC 's image and Value standards

**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 Suva.

Serving officers must have served at least 2 years Post Bar Admission and as a Legal Officer or equivalent. Non-serving applicants must have at least 4 years post admission experience.

**Knowledge, Experience, Skills and Abilities**

The applicant should possess:

- Practical knowledge and experienced legal practice of the Constitution and Laws of Fiji
- Extensive experience in Family, Civil and Criminal advocacy
- Ability to undertake legal research and produce high quality and accurate legal opinions, submissions and other legal documents
- Manage the Team by Planning, Supervising and Guide through professional development and mentorship
- Demonstrate intellectual capacity, drive, innovation, and leadership
- Strong analytical and problem-solving skills.
- Excellent advocacy and negotiation skills.
- High ethical standards and professionalism.
- Ability to work independently and collaboratively in a team environment.
- Cultural awareness and sensitivity and is able to work with employees and clients from diverse backgrounds;

**Eligibility**

All applicants for employment in the Legal Aid Commission will be required to provide a medical and police clearance as a pre-requisite condition for employment.

**Change to Job Description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment hence this job description may be reviewed to accommodate the change.

\_\_\_\_\_  
Senior Legal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer in Charge  
Civil Litigation Unit, Suva

\_\_\_\_\_  
Date