



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	Suva
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 vacancy referred to below.

OBJECTIVE:

The Legal Officer provided high-quality, professional, and efficient legal services, significantly contributing to the legal team's effectiveness and the organization's overall compliance and legal strategy. Reporting to the Officer in Charge, the Legal Officer played a key role in handling legal matters, ensuring compliance, and supporting organizational goals.

KEY RESPONSIBILITIES:

Duties include but limited to:

- Ensure professional and efficient delivery of legal advice by conducting thorough legal research
- Effective representation of clients in legal proceedings and ensuring strong command of legal arguments and strategies
- Effective management of assigned litigation matters
- Ensure a fair and objective evaluation process in the application for Legal Aid assistance
- Foster supportive network and positive relationship whilst collaboration with stakeholders.

- Ensure comprehensive understanding of compliance with policies and strategies of the LAC
- Actively contribute to a high-performing LAC Team that will enhance the overall performance of the legal team.
- Encourage effective workload management with accurate and timely completion of tasks.
- Ensure compliance with legal aid policies, procedures, and ethical standards
- Demonstrate and Promote LAC 's image and Value standard

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 with a Valid Practicing Certificate and must be willing to work at any LAC office.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

The applicant should possess:

- A thorough knowledge and experience of the Constitution and Laws of Fiji
- Working knowledge of law, drafting, research and representation
- A professional attitude, awareness of confidentiality requirements of the organization
- Passion to advocate in Family, Civil and Criminal litigations
- 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.