



## LEGAL AID COMMISSION

*"An Equal Opportunity Employer"*

### POSITION DESCRIPTION

<b>Employee:</b>		<b>Employee ID:</b>	
<b>Salary Scale:</b>	[\$56,000.00 - \$74,000.00]	<b>Position:</b>	Principal Legal Officer – North
<b>Level</b>	LAW 03	<b>Duty Station</b>	Suva
<b>Reports to:</b>	Deputy Director	<b>Report</b>	N/A

#### **OBJECTIVE:**

The Principal Legal Officer is responsible for providing high-level legal expertise and support to the Legal Aid Commission.

#### **KEY RESPONSIBILITIES:**

Duties include but limited to:

- Offer competent high-quality legal advice to clients and members of the public
- Effective representation in Court ensuring best possible outcomes for clients
- Collaborate with executive leadership to align legal advice with Commission's objectives
- Conduct in-depth research and analysis for a well-founded legal advice
- Explore alternative dispute resolution mechanisms to efficiently resolve legal conflicts
- Monitor legal risks and propose mitigation strategies to safeguard the Commission's image
- Assess legal risks associated with organizational decisions and activities
- Oversee and coordinate highly complex litigation cases, ensuring a thorough understanding of the legal nuances involved
- Develop and implement comprehensive training programs to address skill gaps and promote continuous learning
- Efficiently manage high caseloads to ensure timely resolution of legal matters
- 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.

### **KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:**

The applicant should possess:

- A minimum of 7-10 years of experience in legal practice, with a focus on litigation, legal advice, and case management.
- Proven track record of successful legal representation in complex cases
- Extensive knowledge and experienced of legal principles, practices and its procedures in Family, Civil and Criminal Litigation
- Demonstrate expert legal knowledge and advocacy skills in High Court and Court of Appeal
- Strong analytical and problem-solving skills
- Detail-oriented, innovative and be well-organized
- Display self-discipline, reliability and ability to contribute to a high performing team
- Promote and exemplify transparency and accountability
- Positive relationship and ethical conduct with internal and external stakeholders
- 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.

\_\_\_\_\_  
Principal Legal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director

\_\_\_\_\_  
Date