



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

**POSITION DESCRIPTION**

<b>Employee:</b>		<b>Employee ID:</b>	
<b>Salary Scale:</b>	<b>[\$34,000.00 - \$44,000.00]</b>	<b>Position:</b>	<b>Legal Officer</b>
<b>Level</b>	<b>LO 04</b>	<b>Duty Station</b>	<b>Suva</b>
<b>Reports to:</b>	<b>Officer in Charge (OIC)</b>	<b>Report</b>	<b>N/A</b>

**Objective**

The Legal Officer provides 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 will play 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 standards

**Person Specification**

The person must be professionally qualified under the provisions of the Legal Practitioners Act, 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 in Suva.

**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.

**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.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer in Charge

\_\_\_\_\_  
Date