

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice

2. Position Title: Legal Officer

3. Salary Level: 9-6

4. Division: Office of the Public Legal Service

5. Reports To: Senior Legal Officer, Deputy Director and Director

6. Direct Reports: Paralegal

7. Primary Objective of the Position:

The purpose of this post is to assist the Office by providing all legal services (legal advice, casework, Court representation) to the community that is efficient, quality and timely to the disadvantaged people of Kiribati, supporting the implementation of the community legal education programs and public awareness on human rights issues and the rule of law and assisting and contributing in the provision of law reform initiatives to promote and advocate human rights.

8. Position Overview

9. Financial: Up to \$5,000

10 Legal: Kiribati Law Society Act, Admission Rules, High Court Civil Procedure Rules, Magistrate Court Ordinance

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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11. Internal Stakeholders:

- Legal officers
- Paralegals
- Office Manager
- Interpreters
- IT Officer
- Account Officer
- Working colleagues,
- Clients

To be referred to Manager:

- Community Legal Education (CLE), programs and reports

- Monthly reports,
- Outer island trips report
- Individual Practice reports,
- Individual Caselist,

12. External Stakeholders:

- Magistrates
- Judges
- Clients
- Community members
- Police
- MWYSA
- Island Councils
- Councilors
- Outer island residents
- Students
- Governmental/Non-Governmental Agencies

To be referred to Manager

- Monthly reports,
- Outer island reports
- Individual Practice reports
- Individual Caselist,
- Participation in the Community Legal Education,
- Contribution to law reform initiatives and programs,
- Reports

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) ▪

KDP/KPA:

- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities

Major Activities/Duties

Performance Measures/Outcomes

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Providing legal services (legal advice, casework, Court representation) to the community that is efficient, quality and timely to the disadvantaged people of Kiribati

Responsible for the provision of free, quality and timely legal services to the disadvantaged people,
Responsible for implementing and applying the eligibility guideline to the public and ensuring that people assisted met those guidelines,
Responsible for assisting Senior Assistant Peoples Lawyer and Deputy Peoples Lawyer in legal matters,
Responsible for mentoring and training Paralegals and support staff

Clients are satisfied with the service, no complaints received,
High management of caseload velocity and quality caselist review

Supporting the implementation of the community legal education programs and public awareness on human rights issues and the rule of law

Responsible for supporting and carrying out CLE awareness programs and campaigns to the public,
Responsible for implementing CLE Divisional Plans,
Responsible for assisting the Senior Assistant Peoples Lawyer in arranging and designing CLE matters leading up to the implementation of CLE programs

Participate in CLE awareness programs and campaigns to the public

Assisting and contributing in the provision of law reform initiatives to promote and advocate human rights issues

Responsible for providing law reform initiatives (opinions) through submissions to Government, law reform bodies or Court adjudicators,

Law reform submissions or initiatives are drafted and considered

Responsible for assisting in developing programs that promote law reform initiatives on human rights issues,
Responsible for advocating human rights in Court of law

10. Key Challenges

11. Selection Criteria

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- Managing caseload effectively and efficiently,
- Meeting high demand of legal services from the public,
- Working with limited resources and strained funds,
- Completion of monthly reports
- Completion of caselist reports

11.1 PQR (Position Qualification Requirement):

Education: Bachelor of Laws (LLB)
Professional Diploma in Legal Practice (PDLP)

Experience:

Nil

Job Training: Nil

Prerequisite: Nil

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Customer and Personal Service
- Legal
- English Language
- Clerical
- Computers

2. Skills

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- Speaking
- Active listening
- Reading comprehension
- Social perceptiveness
- Mentoring
- Monitoring

3. Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative Fair
- Professional
- Hardworking and dedicated

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