

**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	6. Direct Reports: Paralegal officer	
7. Primary Objective of the Position: The purpose of this post is to assist the Office by providing 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 issues.		

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
11. Internal Stakeholders: <ul style="list-style-type: none"> • Lawyers • Paralegals • Office Manager • Interpreters • IT Officer • Account Officer • Working colleagues, • Clients To be referred to Manager: <ul style="list-style-type: none"> • Community Legal Education (CLE), programs and reports • Monthly reports, 	12. External Stakeholders: <ul style="list-style-type: none"> • Magistrates • Judges • Clients • Community members • Police • MWYSA • Island Councils • Councilors • Outer island residents • Students • Governmental/ Non-Governmental Agencies To be referred to Manager

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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<ul style="list-style-type: none"> • Outer island trips • Individual Practice reports, • Individual Caselist, 	<ul style="list-style-type: none"> • Monthly reports, • Outer island reports • Individual Practice reports • Individual Caselist, • Participation in the Community Legal Education • Contribution to law reform initiatives and programs. 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
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 Legal Officer and Deputy Director 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 Legal Officer 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	Responsible for providing law reform initiatives (opinions) through submissions to Government, law reform bodies or Court adjudicators, Responsible for assisting in developing programs that	Law reform submissions or initiatives are drafted and considered

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issues	promote law reform initiatives on human rights issues, Responsible for advocating human rights in Court of law	
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • 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 • Completing any other tasks assigned within office by supervisor(s). 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Bachelor of Laws (LLB)</p> <p>Experience:</p> <p>Job Training:</p> <p>Prerequisite:</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> • Customer and Personal Service • Legal • English Language • Clerical • Computers <p>2. Skills</p> <ul style="list-style-type: none"> • Speaking • Active listening

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- Reading comprehension
- Social perceptiveness
- Mentoring
- Monitoring

3. Attributes

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

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