


**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Justice		
2. Position Title: Senior Legal Officer	3. Salary Level: 5	4. Division: Office of the Public Legal Service
5. Reports To: Deputy Director	6. Direct Reports: Legal Officer	
7. Primary Objective of the Position: The initial purpose of this post is to assist the Office by providing supervisory legal service to the community by providing efficient, quality and timely legal services (legal advice, casework, Court representation) to the disadvantaged people in Kiribati, supervising the development and implementation of the community legal education programs and public awareness on human rights issues and the rule of law, assisting and contributing in the provision of law reform initiatives to promote and advocate human rights issues and assisting in carrying out administrative duties and administrative management where superior officers are absent.		

8. Position Overview	
9. Financial: Up to \$5,000	10. Legal:
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 • Divisional monthly reports • Duty Rosters 	12. External Stakeholders: <ul style="list-style-type: none"> • Magistrates • Judges • Clients • Community members • Police • MWYSA • Members of the public • 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.

Approved by: 	Date of Issue: 27/06/22
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<ul style="list-style-type: none"> • Outer island trips • Office Branch matters , • Workshops, 	<ul style="list-style-type: none"> • Reports concerning Community Legal Education and the progress thereof • Divisional monthly reports • Duty rosters and budget reports 	
<p>13. KEY ACCOUNTABILITIES<i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <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
<p>To supervisory provide efficient, quality and timely legal services (legal advice, casework, Court representation) to the disadvantaged people in Kiribati,</p>	<p>Responsible for the provision of free, quality and timely legal services in the form of legal advices, court representation and casework, to the disadvantaged people</p> <p>Responsible for the implementation of the eligibility guidelines to the disadvantaged people and ensuring that people assisted met those guidelines,</p> <p>Overall supervising, mentoring and training of Assistant Peoples Lawyer or Legal Officers and Paralegals,</p> <p>Responsible for completion of support staff's performance appraisal annually</p>	<p>Clients are satisfied with the service, no complaints received,</p> <p>High management of caseload velocity and quality caselist review</p>
<p>To supervise the development and implementation of the community legal education programs and awareness to the public on human rights issues and the rule of law,</p>	<p>Responsible for the development and designing of CLE programs and schedules to be engaged in the awareness and campaign to the public,</p> <p>Responsible for making arrangements and for possibly seeking stakeholders supports and contribution in the formation leading up to the implementation of CLE,</p> <p>Responsible for the overall supervision of conducting community legal education subject to approval been obtained,</p>	<p>CLE programs are conducted to the public after consultation and approval has been obtained</p>
<p>To assist and contribute in the provision of law reform initiatives to</p>	<p>Responsible for providing law reform initiatives through submissions to Government, law reform bodies or Court</p>	<p>Law reform submissions or initiatives are well drafted and all considered,</p>

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promote and advocate human rights issues	adjudicators, Responsible for assisting in developing programs that promote law reform initiatives on human rights issues,	
To assist in the development and establishment of public relationship with potential donors and external stakeholders	Representing the Office in important workshops and meetings for the formation of public relationship or developing memorandum of understanding Responsible for seeking relationship and for drafting of project documents for funding purposes, trainings, in-kind support or otherwise,	Relationship are developed with donors and partners
To assist in carrying out administrative duties and administrative management where superior officers are absent	Responsible for assisting in carrying out administrative duties and in dealing with official businesses or affairs in the absence of Deputy Director, Responsible for reviewing reports and providing direction of same, Responsible for working within budget limit	Progressive monthly report is updated, Budget is well managed and reflected in the financial reports

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Managing caseload effectively and efficiently, • High demand of legal services from the public, • Working with limited resources and strained funds, • Looking after Community Legal Education with direction from superiors • Frequent meetings with staff to detect early problems that might arise and to solve them as soon as possible • Completing any other tasks assigned within office by supervisor(s). 	<p>11.1 PQR (Position Qualification Requirement): Education: Bachelor of Laws (LLB), Professional Diploma in Legal Practice Postgraduate Diploma/Certificate in Public Administration</p> <p>Experience: Experience in legal practice and been in top administrative positions for a number of years,</p> <p>Job Training: Should have completed a one year legal practice experience if been in administrative position for many years</p> <p>Prerequisite: should have at least undergone post graduate trainings in public administration or other leadership training offered offshore aside</p>

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	<p>from technical trainings only,</p> <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 and Electronics <p>2. Skills:</p> <ul style="list-style-type: none">○ Speaking○ Active Listening○ Reading Comprehension○ Social Perceptiveness○ Mentoring○ Monitoring <p>3. Attributes</p> <ul style="list-style-type: none">○ Efficient○ Effective○ Innovative○ Creative○ Approachable○ Cooperative○ Fair○ Professional○ Hardworking and dedicated
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