

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of the Attorney General		
2. Position Title: Assistant Senior State Attorney	3. Salary Level: L7-6	4. Division: Public Prosecution
5. Reports To: Attorney General	6. Direct Reports: Director Public Prosecution, Deputy Director Public Prosecution,	
7. Primary Objective of the Position: To assist the DPP to support the Attorney General to effectively and efficiently carry out his/her constitutional function and/or responsibilities		

8. Position Overview	
<p>9. Financial:</p>	<p>10 Legal: Penal Code, Criminal Procedure Code, Proceeds of Crime Act, Mutual Assistance Act, Cybercrime Act (if enacted), Communications Act, Family Peace Act, and other relevant applicable laws</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • AG • HODs • All staff <p>To be referred to Attorney General</p>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Statutory Bodies • SOEs • NGOs • Government Ministries • KPS • Witnesses/victims • Courts <p>To be referred to Manager/supervisor</p> <ul style="list-style-type: none"> - Working/serving the above stakeholders

This 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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: Good Governance</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Victims and witness services	<ul style="list-style-type: none"> • To provide the best service to victims and witnesses in terms of prosecution and likewise 	<ul style="list-style-type: none"> • High level of victims and witnesses' satisfaction
2. Public prosecution management	<ul style="list-style-type: none"> a. Give advice or likewise to all government departments, statutory corporations, i.e. police on law enforcement provision contribution to law enforcement activities. 	<ul style="list-style-type: none"> • High level satisfaction and positive feedbacks on law enforcement activities • Positive attitudes/supports
3. Just and timely conduct of prosecutions	<ul style="list-style-type: none"> • Undertake criminal prosecutions on behalf of the Republic 	<ul style="list-style-type: none"> • Reduction of criminal backlog • Efficiency in prosecution of criminal
4. Quality, reliability and delivery of legal services	<ul style="list-style-type: none"> • Work closely with DPP concerning all criminal matters on a timely basis 	<ul style="list-style-type: none"> • Efficiency in criminal prosecution legal system
5.	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> - implementation of new laws - cover a wide range of responsibilities with limited time and able to work outside normal working hours - lack of tools and skills required for implementation of laws - personal commitment - prosecution of new crimes under new laws - sufficiency of evidence required for crimes prosecuted 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> • Bachelor of Laws • Professional Legal Practice • LLM is an advantage <p>Experience: 5 years work experience</p>

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- cooperation of internal or outside counterparts for implementation of laws

Prerequisite: N/A

11.2 Key Attributes (Personal Qualities):

1. Knowledge and skills

- good knowledge of law practices
- critical thinking
- problem solving

2. Attributes:

- Excellent communicator – knows how to explain the law and its implications to the client, has listening skills that are at least good in his/her speaking and writing abilities
- Excellent judgement – can make the right calls on issues based on past experience and an understanding of similar situations
- Good working ethic – at a minimum, works the same hours as the clients is available, responsive and amenable to time frame and expectations
- willing to ‘put in the game’ – able to take a calculated risk with a client and communicate that he is standing with him
- good manners and respectful
- willing to encounter challenges for improvement
- professional and ethical
- willing to share knowledge

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