

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. <b>Ministry:</b> Office of the Attorney-General		
2. <b>Position Title:</b> Deputy Director of Legislative Drafter	3. <b>Salary Level:</b> 4	4. <b>Division:</b> OAG
5. <b>Reports To:</b> Attorney-General	6. <b>Direct Reports:</b> Director of Legislative Drafter	
7. <b>Primary Objective of the Position:</b> To assist the Director of Legislative Drafter on drafting of all Government Bills, Subsidiary Legislations and amendments made to these laws.		

8. <b>Position Overview</b>	
9. Financial: NIL	10. Legal:
11. Internal referral to Attorney General, Director of Legislative Drafter.	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Government Ministries</li> <li>• State Owned Enterprises</li> <li>• Statutory Bodies</li> <li>• SOE's</li> </ul>

*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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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
(1) To report to the Director of Legislative Drafter and assist when the need to draft laws arises.	<p>Supervise and oversee legislative tasks assigned to the Senior Legislative Drafter including Assistant Senior Legislative Drafter and Legislative drafter.</p> <p>To report to the Director of Legislative Drafter on the progress of legislative tasks assigned to Senior Legislative Drafter including Assistant Senior Legislative Drafter and Legislative Drafter.</p> <p>Verify Bills submitted to him or her by the Senior Legislative Drafter before final submission to the Director of Legislative Drafter and the Attorney-General.</p>	<ul style="list-style-type: none"> <li>- Work in accordance with strategic; plans;</li> <li>- To have a time table to work through;</li> <li>- Able to work under pressured works;</li> <li>- High Confidence in work; and</li> <li>- Management of time properly..</li> </ul>

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	<p>To prepare weekly or monthly report that covers progress of legislative tasks and other tasks performed or assigned to him to do.</p>	
<p>(2) To preform other legal drafting works as instructed from time to time by the Attorney-General or the Director of Legislative Drafter.</p>	<p>To assist in all forms of legislative tasks involved but does not limited to the following -</p> <ul style="list-style-type: none"><li>(a) advise the Government on interpretation of legislations and subsidiary legislations;</li><li>(b) work with Ministries and advise on procedures involved for legislative drafting;</li><li>(c) Assist in drafting of pleadings, statement of claim, charges, contracts, and statutory instruments;</li><li>(d) Work closely with the Director of Public Prosecutor if he or she is assigned a prosecutorial task;</li><li>(e) Work closely with the Head of Civil Division when she is assigned to work on civil litigation cases; and</li><li>(f) to prepare report on a weekly or monthly basis on the progress of work assigned to him or</li></ul>	

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	her especially civil or criminal cases. The report will be made to the head of Civil Division if it is a civil case or Director of Public Prosecutor if it is a criminal case.	
(3) To perform any other legal tasks assigned from time to time by the Attorney-General or Director of Legislative Drafter.	Devise action plan consistent with the Attorney-General's Office strategic plan; and  Assist in civil and criminal litigations if possible.	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>• Maintenance of the highest legal, ethical and professional standards;</li> <li>• Able to work under pressured tasks;</li> <li>• Able to deal with legislative works on a timely basis;</li> <li>• Be readily available for duty (even when on official leave/holidays) whenever instructed; and</li> <li>• Cover a wide range of responsibilities with limited time and able to work outside normal working hours</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Laws Degree (LLB);</li> <li>• 10 years experience on legislative drafting;</li> <li>• LLM or Professional Diploma in Legal Drafting are an advantage; and</li> <li>• Recent Police Clearance (3 months old).</li> <li>• Birth Certificate</li> </ul> <p><b>Prerequisite:</b> as above</p>

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**11.2 Key Attributes (Personal Qualities):**

1. Knowledge
2. Skills
3. 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’s standing behind him

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