

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

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| <b>1. Ministry: Office of the Attorney General</b>  |  |  |
| <b>2. Position Title:</b> Public Prosecutor   | <b>3. Salary Level:</b> L9-8                           | <b>4. Division:</b> Public Prosecution |
| <b>5. Reports To:</b> Attorney General  | <b>6. Direct Reports:</b> Director Public Prosecution, |  |
| <b>7. Primary Objective of the Position:</b> To assist the DPP to support the Attorney General to effectively and efficiently carry out his/her constitutional function and/or responsibilities |  |  |

| <b>8. Position Overview</b>   |  |
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| <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"> <li>• AG</li> <li>• HODs</li> <li>• All staff</li> </ul> <p>To be referred to Attorney General</p> | <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Statutory Bodies</li> <li>• SOEs</li> <li>• Government Ministries</li> <li>• KPS</li> </ul> <p>To be referred to Manager/supervisor</p> |

*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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| <b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>   |  |  |
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| <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> |  |  |
| <b>Key Result Area/Major Responsibilities</b>   | <b>Major Activities/Duties</b>   | <b>Performance Measures/Outcomes</b>   |
| 1. Victims and witness services   | <ul style="list-style-type: none"> <li>• To provide the best service to victims and witnesses in terms of prosecution and likewise</li> <li>•</li> </ul>   | <ul style="list-style-type: none"> <li>• High level of victims and witnesses satisfaction</li> </ul>   |
| 2. Public prosecution management  | <ul style="list-style-type: none"> <li>a. Give advices or likewise to all government departments, statutory corporations and other government owned companies as well as the Police and local Government councils on law enforcement provisions and those assigned by AG</li> </ul>  | <ul style="list-style-type: none"> <li>• High level satisfaction and positive feedbacks by Government and state clients</li> </ul>                       |
| 3. Quality, reliability and deliver of legal services   | <ul style="list-style-type: none"> <li>• Work closely with DPP through DDPP or other senior officers within Criminal Prosecution division concerning legal issues relating to cybercrime or other transnational crimes</li> <li>• Answerable to DPP through DDPP on all aspect of the criminal litigations and criminal related matters relating to cybercrime or other transnational crimes</li> <li>• Provision of required reports to Ag through DPP and other senior officers unless AG decides otherwise</li> </ul> | <ul style="list-style-type: none"> <li>• Reduced public challenges against the state</li> <li>• Best monitoring of legal services</li> </ul>             |
| 4. Record of cases prosecuted and outcomes  | <ul style="list-style-type: none"> <li>• Best monitoring of disposed cases within the OAG</li> <li>• Report to Senior Prosecutor on timely manner</li> </ul>   | <ul style="list-style-type: none"> <li>• Overview of weakness and strengths of prosecution</li> <li>• Best method to give efficient work plan</li> </ul> |
| 5. Any other tasks assigned by AG /DPP/SG/DLD   | <ul style="list-style-type: none"> <li>• Assist other divisions in any legal matters when and if required</li> </ul>   |  |

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| <b>10. Key Challenges</b>   | <b>11. Selection Criteria</b>  |
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| <ul style="list-style-type: none"><li>- maintenance of the highest legal, ethical, and professional standards</li><li>- prosecution of new crimes under new legislations</li><li>- Able to prosecute on his/her own and/or as the court instructed</li><li>- able to dal with court cases on a timely basis</li></ul> Be readily available for duty ( even when on official leave/holidays) whenever instructed <ul style="list-style-type: none"><li>- cover a wide range of responsibilities with limited time and able to work outside normal working hours</li><li>- personal commitments</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</li><li>• Professional Legal Practice</li><li>• Other legal qualifications are an advantage</li></ul> <p><b>Experience:</b> N/A</p> <p><b>Prerequisite:</b> N/A</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge and skills</b></p> <ul style="list-style-type: none"><li>- good knowledge of law practices</li><li>- critical thinking</li><li>- problem solving</li></ul> <p><b>2. Attributes:</b></p> <ul style="list-style-type: none"><li>- 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</li><li>- Excellent judgement – can make the right calls on issues based on past experience and an understanding of similar situations</li><li>- Good working ethic – at a mnimum, works the same hours as the clients is available, responsive and amenable to time frame and expectations</li><li>- willing to ‘put in the game’ – able to take a calculated risk with a client and communicate that he is standing with him</li><li>- good manners and respectful</li></ul> |

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|  | - willing to encounter challenges for improvement |
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