

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of the Attorney General		
2. Position Title: Senior Prosecutor	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	
9. Financial:	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
11. Internal Stakeholders: <ul style="list-style-type: none"> • AG • HODs • DDPP • Senior Prosecutor • ASSA • Public Prosecutor <p>To be referred to Attorney General</p>	12. External Stakeholders: <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 • Identify areas which needs improvement 	<ul style="list-style-type: none"> • High level of victims and witnesses' satisfaction • Workplan for improvement in areas being weak • Reduction of negative attitudes/challenges to law enforcement authorities
2. Public prosecution management	<ul style="list-style-type: none"> a. Give advice or likewise to all government departments, statutory corporations and other government owned companies or corporations, Kiribati Police Service, Local Government Council and others on Law enforcement provisions or others assigned by AG 	<ul style="list-style-type: none"> • High level satisfaction and positive feedbacks on law enforcement activities • Positive attitudes/supports and contributions to law enforcement authorities
3. Just and timely conduct of prosecutions	<ul style="list-style-type: none"> • Undertake criminal prosecutions on behalf of the Republic • Manage and monitor timely disposal of criminal cases 	<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 • Able to make efficient and good own decisions when required • Being ethical and professional in all office conducts 	<ul style="list-style-type: none"> • Efficiency in criminal prosecution legal system • Good working environment in criminal prosecution division and OAG

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	<ul style="list-style-type: none"> • Always being cooperative and willing to perform any assigned duties at any time • Always willing to assist colleague when required • Able to supervise junior prosecutors as directed by DDPP 	<ul style="list-style-type: none"> • Good terms among Criminal Prosecution Counsels
5. Criminal prosecution and criminal cases records/data base	<ul style="list-style-type: none"> • Monitoring and analysis of criminal cases record/databases • Make reports to DDPP or DPP on areas need improvement 	<ul style="list-style-type: none"> • Having good strategies and work plan for improvement of criminal legal system
6. Any other tasks assigned by AG or DPP		<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 - cooperation of internal or outside counterparts for implementation of laws 	<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> <p>Prerequisite: N/A</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge and skills</p> <ul style="list-style-type: none"> - good knowledge of law practices - critical thinking - problem solving

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	<p>2. Attributes:</p> <ul style="list-style-type: none">- 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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