

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of the Attorney General		
2. Position Title: Legislative Drafter	3. Salary Level: L9-8	4. Division: Drafting Division
5. Reports To: Attorney General	6. Direct Reports: Director of Legislative Drafting	
7. Primary Objective of the Position:		
<ul style="list-style-type: none"> a. To assist and support the Attorney General to carry out all legislative works as required from time to time 		

8. Position Overview	
9. Financial:	10. Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • AG • DLD • HODs • Staff <p>To be referred to Attorney General</p>	12. External Stakeholders: <ul style="list-style-type: none"> • Statutory Bodies • SOEs • NGOs • Government Ministries <p>To be referred to Manager/supervisor</p> <ul style="list-style-type: none"> - Working/serving the above stakeholders
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	

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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<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. Legal drafting	<ol style="list-style-type: none"> 1. Drafting of bills or amendments for Gov't ministries, SOEs, Statutory Bodies 2. Drafting of regulations for Gov't ministries 3. Drafting of byelaws for Island Councils Attending bill workshops/consultations with Secretaries and MPs and outer islands if any.	<ol style="list-style-type: none"> 1. Ensure that an allocated bill/amendments to be ready for the next parliament sitting 2. Ensuring a regulation is well drafted and ready for Gov't ministries 3. Ensuring a byelaw for Island Councils is well drafter and ready <ul style="list-style-type: none"> • Attending bills workshops/consultations with Secretaries and MPs and in outer islands if any
2. Legal Advice	Providing legal advice to our allocated Ministries and sometimes legal advices allocated by AG from time to time.	<ol style="list-style-type: none"> 1. Ensuring legal advice to complete in a timely manner and consistent with previous advice by other counsels
3. Court Attendance	<ol style="list-style-type: none"> 1. Attending criminal cases allocated by DPP on Tarawa and outer islands 2. Attending civil cases allocated by SG on Tarawa and outer islands 3. Attending land cases allocated by SG on Tarawa and outer islands 	<ol style="list-style-type: none"> 1. Review the criminal case and liaise with Police and ensure all required docs from Court and opponent counsel to be submitted timely 2. Review the civil case and liaise with ministries concerned and ensure all requires docs from

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		<p>Court and opponent counsel to be submitted timely.</p> <p>3. Review the civil case and liaise with ministries/island councils concerned and ensure all requires docs from Court and opponent counsel to be submitted timely.</p>
4. Any other tasks allocated from time to time	<p>1. Assisting in annual report for legal drafting division</p> <p>2. Providing a monthly report on civil cases handled from time to time</p>	<p>1. Give hand to annual report to ensure it is submitted timely as DLD allowed.</p> <p>Ensuring that monthly report submitted timely to DSG for records</p>

10. Key Challenges	11. Selection Criteria
<p>- able to draft legislations as required on a timely basis</p> <p>- be readily available for urgent duties whenever instructed</p> <p>- cover a wide range of responsibilities within a limited timeframe</p> <p>- working outside working hours</p>	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ul style="list-style-type: none"> • Bachelor of Laws • Professional Legal Practice <p>Experience: 5 years work experience</p> <p>Prerequisite: N/A</p>
	<p>11.2 Key Attributes (Personal Qualities):</p>

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	<ul style="list-style-type: none">- Ability to do legal drafting works- Knowledgeable with creative mind- Skillful- Positive create in areas needed to improve- Excellent communicator – knows how to explain the law and its implications to the client, has listening skills that are least good in his/her speaking and writing abilities- Ethical and professional- Able to face challenges and provide solutions to those challenges- Excellent worker and not easy to give up- Have manners and respect- Research skills- People skills
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