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<ol><li>Primary Objective of the Position:</li></ol>	5. Reports To: Attorney-General (AG)	2. <b>Position Title:</b> Deputy Solicitor General for Civil Case (DSG(Civil Case)	1. Ministry: Office of the Attorney-General (OAG)
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	Direct Reports: Solicitor General (SG), Director of Legislative Drafting (DLD)	3. Salary Level: Level 4	
	(D)	4.	
Primary Objective of the Position:	6. Direct Reports: Solicitor General (SG), Director for Public Prosecutions (DPP) and Director of Legislative Drafting (DLD)	<b>Division:</b> Civil Litigation and Advisory Division (CLAD), OAG	

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- a whole to achieve its objectives in delivering the services applicable 11. Internal Stakeholders: SG, DPP, DLD, Senior State Attorneys required from OAG to the government and the public where To support the AG and SG in the management and monitoring of (SSA), Assistant Senior State Attorneys (ASSA), State Attorneys tasks and activities to achieve the division's and in turn OAG as the divisions's allocated budget in order to execute allocated Financial: \$318,170.52AUD

## AG (overall supervisor/manager)

- advice services to the Government. Providing support in delivering litigation as well as legal
- Providing litigation progress and issues

#### SG (direct supervisor)

- advice services to the Government. Providing support in delivering litigation as well as legal
- Providing litigation progress and issues

#### 10 Legal: Constitution, Acts, Regulations, Byelaws, Customary law, Common Law.

accordance with the laws of Kiribati. To carry out duties and responsibilities required for the government in

### 12. External Stakeholders:

- (a) Government Ministries
- (b) State Owned Enterprises (c) Island Councils
- (d) Other Government entities
- (e) Non-Governments, Faith-Based or Community-Based by AG or as part of law clinic activities approved by AG) Organizations and the general/individual public (only if referred to

To provide legal assistance on cases for and against the government ministries, SOEs, Island Councils and any other government entities

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

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## DPP and DLD (secondary supervisor)

Providing relevant support to HODs on criminal prosecution and legislative drafting matters

#### SSA, ASSA and SA

Providing supervision to junior colleagues on civil litigation as well as legal advice issues.

# 13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- KDP/KPA:
- MOP Outcome:
- Divisional/Departmental/Unit Plan:

- Divisional Departmental and Flant	Wit.	
Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Civil litigation	Legal representation of the Government (ministries, state owned enterprises, statutory bodies, local government councils, and other recognized government bodies) on all civil and land cases at the Magistrates' Court, High Court and Court of Appeal	Prompt and efficiency in court attendance and compliance with the court procedure rules.
Litigation management	Efficient case management and disposal of cases in accordance with the proper court procedures and rules.	Reduced time taken in resolving state litigation.
Assisting the SG in the management of civil cases handled by SSA, ASSA and SA	Monitoring of civil litigation progress and outcomes	Updated civil cases and court attendance reports and on-time monitoring of civil litigation progress.
Other legal responsibilities	Other Activities/Duties	Performance Measures/Outcomes
Delivery of quality and timely legal opinion.	Provide legal opinion/advice to the Government (ministries, state owned enterprises, statutory bodies, local government councils, and other recognized government bodies) on all legal matters.	Efficient disposal of legal advice tasks (comply with OAG timeframe) High level of satisfaction on feedbacks from the Government.

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

Approved by: Date of Issue:	required to perform additional duties as required.	

services Quality and reliability in delivery of legal Advice) and when required, to take charge of the legal advice matters (in collaboration with DSG (Legal Answerable to AG and SG on all civil cases as well as Work closely with SG, DPP and DLD concerning all CLAD division in the absence of the SG. legal issues that affect the State. against the State. Public. High Level satisfaction from the Government, State Clients and the Reduced public challenges/complaints

14. Key Challenges

15. Selection Criteria

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.

Approved by: Date of Issue:

- 1. Maintenance of the highest legal, ethical and professional standards.
- 2. Able to dispose and deliver legal opinion on a timely basis or spontaneously.
- 3. Capable of representing the Government litigating civil cases.
- 4. Cover a wide range of responsibilities with limited time, i.e. to be able to work outside normal working hours.
- 5. Be readily available for duty (even when on official leave/holidays) whenever instructed.

- 15. Prerequisite Requirements:
- 15.1 PQR (Position Qualification Requirement):
- 1. Bachelor of Laws (LLB), Professional Diploma in Legal Practice (PDLP) and 10 years work experience; Professional Diploma in Legislative Drafting (PDLD) and LLM are an advantage.
- 2. Birth Certificate.
- 3. Police Clearance (within last 3 months of application)
- 4. At least 1 reference letter (eg from current or former employer, distinguish referee from the legal fraternity)
- **15.2 Experience**: 10 years' experience in the legal profession and Court appearance.

## 15.3 Key Attributes (Personal Qualities):

- 1. Court etiquette and professionalism carrying him/herself as a legal professional in court and complying with the rules of procedure and conduct expected of a senior legal officer. Also, be courteous to learned friends and court officers.
- 2. Excellent communicator knows how to explain the law and its implications to the client, has listening skills that are at least as good as his speaking and writing abilities.
- 3. Excellent judgment can make the right call on issues based on past experience and an understanding of similar situations. Also, displaying the ability to make decisions using precedents and contextualizing the presence facts to address legal issues.
- 4. Good working ethic at a minimum, work the hours as stipulated in the National Conditions of Services and at the maximum, completing

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