

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of the Attorney-General (OAG)			
2. Position Title: State Attorney (SA)	3. Salary Level: 9-8	4. Division: Civil Litigation & Advisory Division (CLAD)	
5. Reports To: Attorney-General (AG)	6. Direct Reports: Solicitor-General (SG)		
7. Primary Objectives of the Position:			
<ul style="list-style-type: none"> ▪ To ensure effective support to the SG for the overall management for the Division and continuity of the SG's duties in supporting the AG to effectively and efficiently carry out the functions and mandates of the AG's role as Legal Advisor and Counsel of the Government. ▪ To support the Director of Public Prosecution (DPP) in his/her prosecution roles and Director of Legislative Drafting (DLD) in his/her legislative drafting roles in supporting the AG to effectively and efficiently carry out the functions and mandates of the AG's role as Prosecutor and Legislative Drafter of the Government. 			

8. Position Overview	
9. Financial:	10. Legal: Compliance with the Acts, Civil Procedure and Criminal Procedure Rules, Professional Code of Conduct, Practice Directions and any other legitimate legal instrument, policy or instruction.
11. Internal Stakeholders:	12. External Stakeholders:
<ul style="list-style-type: none"> a. AG b. SG or Director of Public Prosecution (DPP) and Director of Legislative Drafting (DLD) c. Deputy Solicitor-General (DSG) - both DSGs for Civil cases and Legal Advice d. Senior State Attorney (SSA) e. Assistant Senior State Attorney (ASSA) 	<ul style="list-style-type: none"> a. Government Ministries b. Local Government c. State Owned Enterprises d. Non-Governments, Faith-Based or Community-Based Organizations and the general/individual public (only if referred to by AG or as part of law clinic activities approved by AG)

11. DECISION MAKING AUTHORITY (only to be completed by decision making positions)		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
11.1 Referred to Managers :	SG/DSG (Civil cases)	- Report of progress of civil cases done for the Government and other

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:
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		stakeholders at the Magistrates' Courts, High Court and Court of Appeal	
	SG/DSG (Legal Advice)	- Attendance to civil courts hearings or trials - Report on legal advice issued to Government Ministries and State Owned Enterprises expected to be completed within the required timeframe for submission of the advices.	
	DPP	- Report on progress of criminal cases that may be allocated by DPP done at the High Court and Court of Appeal - Attendance to criminal courts trials	
	DLD	- Report on progress of legislative drafting tasks that may be allocated by DLD	
12. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)			
<ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3. HEALTH ▪ 			
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes	
Civil litigation	Represent the Government and SOEs in any suit initiated by or against the Republic on behalf of the AG	<ul style="list-style-type: none"> ▪ Court attendance and quality outcome of litigation. ▪ Adherence to the Civil Procedure Rules and court etiquette 	
Legal Advice	Provide legal advice as instructed or needed by Government Ministries and SOEs	<ul style="list-style-type: none"> ▪ Timely, quality and legally sound advices. ▪ Compliance to relevant and applicable Acts etc ▪ Consistency of precedential advises issued by other OAG counsels where necessary. 	

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Criminal Prosecution	Represent the Republic on behalf of the AG in criminal cases	<ul style="list-style-type: none"> ▪ Court attendance and quality outcome of prosecution ▪ Adherence to the Criminal Procedure Rules and court etiquette
Legislative Drafting	Provide drafting services advice as instructed or needed by Government Ministries and SOEs	Timely, quality and legally sound Bills, Regulations or any other instrument.

13. Key Challenges		14. Selection Criteria	
Maintenance of the highest legal, ethical and professional standards.			14.1 PQR (Position Qualification Requirement): Bachelor of Law Degrees (LLB) and Professional Diploma in Legal Practice (PDLP).
	14.2 Key Attributes (Personal Qualities): <ul style="list-style-type: none"> ▪ Ability to maintain legal, ethical and professional standards even when under pressure. ▪ Good standing and clear record of any criminal conduct and behavior. ▪ Have an excellent judgment on any legal and moral issues faced inside and outside of the office. 		14.3 Experience Required: Nil

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