


GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice	
2. Position Title: Deputy Director	3. Salary Level: 4
4. Division: Office of the Public Legal Service	
5. Reports To: Director	6. Direct Reports: Senior Legal Officer and Legal officers
<p>7. Primary Objective of the Position: The primary purpose of the post is to assist the Director (formerly the Peoples Lawyer)</p> <ul style="list-style-type: none"> • in providing leadership and management, • in strategic reporting of the organizational outputs and activities, • administering and overseeing the provision of high level of legal services responsive to the disadvantaged needs including community legal education and law reform contributions, • managing and monitoring of finance and budgetary expenditure, • administering and developing support programs, capacity development programs and bilateral relationship to strengthen organizational capacity, • others as may be required from time to time by the Director. 	

8. Position Overview	
9. Financial: Up to \$5,000	10. Legal: Kiribati Law Society Act, Admission Rules, High Court Civil Procedure Rules, Public Finance Audit Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Lawyers • Paralegals • Office Manager • Interpreters • IT Officer 	12. External Stakeholders: <ul style="list-style-type: none"> • Magistrates • Judges • Clients • Community members • Police

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: 27/06/22
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<ul style="list-style-type: none"> • Account Officer • Working colleagues • Clients • Program Managers <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Community Legal Education (CLE), programs and reports • Law reform matters • Divisional monthly reports • Duty Rosters • Outer island trips • Office Branch matters , • Workshops, 	<ul style="list-style-type: none"> • Prisoners • Courts officers • MWYSA • Island Councils • Outer island residents • Students • Governmental/Non-Governmental Agencies • Cabinet, • Ministries • Secretaries <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Reports concerning Community Legal Education and the progress thereof • Divisional monthly reports • Duty rosters and budget reports
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13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>To assist in the provision of administrative management and compliance and quality control for the effective and efficient management of resources, assets and activities.</p>	<p>Responsible for assisting in the provision of quality smart and effective administration of the organization,</p> <p>Responsible for assisting in ensuring compliance with existing laws and regulations in organizational performances,</p>	<p>Draft compliance and performance Report</p>

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<p>To assist in strategically compiling and drafting reports and the overall performance of the organization.</p>	<p>Responsible for providing effective monitoring and evaluation reports whenever required</p>	<p>Draft quarterly reports</p>
<p>To assist in the administration of providing effective and high level of legal services to the public that is responsive to the disadvantaged needs</p> <p>To assist in the administration and development of office guidelines and monitoring and evaluation of the same</p>	<p>Responsible for administering the provision of high level of legal services to the disadvantaged people and ensuring that legal aid services are readily available and provided in an effective and efficient manner.</p> <p>Responsible for the implementation of the eligibility guidelines and the evaluation and monitoring of the same to ensure its continued appropriateness and relevance,</p> <p>Responsible for the evaluation and monitoring of legal staff legal practice management and supervision of lawyers,</p> <p>Responsible for dealing and responding to clients complaints in the absence of the Director,</p>	<p>Complaints</p> <p>Staff performance Appraisal reviewed</p> <p>No complaints received</p>
<p>To assist in providing administrative oversight and administrative support to community legal education programs relating to human rights issues and the rule of law.</p>	<p>Responsible for providing administrative support and administrative oversight in the organisational community legal education activities and programs,</p> <p>Responsible for assisting in coordinating and monitoring of law reform activities, contributions and submissions,</p> <p>Responsible for assisting the Director in making opinions and comments in the form of law reform recommendations to the Government or other law making or policy making bodies.</p>	<p>Draft Report on Community Legal Education matters</p> <p>Draft Reports on Law reform submissions</p>

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<p>To assist in administering and developing support programs and bilateral relationship to strengthen organizational capacity</p>	<p>Responsible for developing training materials relating to legal practice, capacity and organizational developments of staff.</p> <p>Responsible for assisting in establishing and maintaining relationships with donors or potential partners for developing organization capacity,</p>	<p>Training report</p> <p>Draft MoU</p>
<p>To assist in the management and monitoring of finance including control and monitoring of overall expenditure and development of budgets</p>	<p>Responsible for preparing annual budget for approval and for implementation of appropriate financial systems relating to budgetary and cash flow control,</p> <p>Responsible for the preparation of a variance of budgeted income and expenditure against actual income and expenditure on at least a quarterly basis,</p> <p>Responsible for assisting in the monitoring of organizational financial position,</p> <p>Responsible for the monitoring of the organization's financial strategy to support its developmental, strategic and business plans and to ensure its implementation.</p>	<p>Annual budget are prepared before budget meeting</p> <p>Expenditure incurs are align with the approved budget expenditure</p> <p>Activities are implemented according to budget provision</p>

10. Key Challenges

- Human resource management issues
- Managing caseload effectively and efficiently,
- High demand of legal services from the public,
- Working with limited resources and strained funds,
- Frequent meetings with staff to detect early problems and to solve them as soon as possible

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: Bachelor of Laws (LLB),
Professional Diploma in Legal Practice
Postgraduate Diploma/Certificate in Public Administration

Experience: Experience in legal practice for 9 years and been in top administrative positions for a number of years,

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- Complete any other tasks assigned within office by supervisor(s).

Job Training: Should have completed a one year legal practice experience if been in administrative position for many years

Prerequisite: should have been in legal practice for 9 years after been admitted to practice in High Court

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Customer and Personal Service
- Legal
- English Language
- Clerical
- Computers and Electronics

2. Skills:

- Speaking
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Mentoring
- Monitoring

3. Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair
- Professional
- Hardworking and dedicated

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