

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: Office of the Attorney-General		
2. Position Title: Solicitor General	3. Salary Level: 3	4. Division: OAG (Civil)
5. Reports To: Attorney General	6. Direct Reports: Attorney General	
<b>Primary Objective;</b> 1. to support the Attorney General to effectively and efficiently carry out his /her constitutional functions 2. to provide sound legal advice, clearance and policies to the Government 3. to provide effective litigation services for and on behalf of the Government		

<b>7. Position Overview</b>		
9. Financial: NIL	10 Legal:	
11. Internal referral to Attorney General Without referral to Attorney General	12. External Stakeholders:	

*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.*

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SSA / ASSA / SAs After consultation with Attorney General or others SSA / ASSA / SAs, Key witnesses Referred to Attorney General or others AG OM / EA		
<b>13. KEY ACCOUNTABILITIES</b> <ul style="list-style-type: none"> <li>▪ AG/SG</li> <li>▪ <i>Witnesses/Clients/Customers/Staff</i></li> <li>▪ AG/EA</li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Legal adviser	-provide legal opinion/ advice to the State on constitutional matters and all aspects of civil law and representing the state in complex legal proceedings -provide legal opinion/ advice to the State and all government departments, statutory corporations, local government councils and	High level of satisfaction and feedbacks by the Government and state clients

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	government owned companies on local, regional and international issues	
Litigation management	<ul style="list-style-type: none"> <li>-Handle civil/land litigations at Magistrate, High Court and Court of Appeal</li> <li>-Supervising junior lawyers and lawyers within the office who handle civil/land matters</li> </ul>	Reduced time taken in resolving state litigations
Quality, reliability and delivery of legal services	<ul style="list-style-type: none"> <li>-work closely with Director Public Prosecution office who handle civil/land matters</li> <li>-negotiating and drafting of commercial agreement at local and international level</li> <li>-drafting and/or review of treaties to which the Republic is to be a party</li> <li>-formulation and drafting of legislation including bills, regulations and orders</li> <li>-liaise and answerable to the Attorney General</li> </ul>	<p>Reduced court challenges against the state</p> <p>Positive feedback from national/international organisations</p> <p>High level of satisfaction from the Government and state clients and the public</p>
Personnel Management	Carry out certain aspects of the administration of the Office of the Attorney	High level of output from lawyers and support staff

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<p>To do other task as assigned to him/her from time to time by AG</p>	<p>to be directed by Attorney-General such as;          -drafting/ updating Strategies Plan, Operation Plan, Work Plan, etc          -allocate work to staff and prepare training plan for lawyers and support staff          -assessing staff, and recommending promotion and disciplinary action          -prepare training plan for lawyers and support staff training          -liaise and answerable to Attorney General on all aspects of the personnel management</p>	<p>High level of motivation from lawyers and support staff           High level of social interaction between the staff and an improvement of working environment amongst OAG staff</p>
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10. Key Challenges		11. Selection Criteria
<p>1.maintenance of the highest legal, ethical and professional standards          2.cover a wide range of responsibilities with limited time and therefore to be able to work outside normal working hours          3.be readily available for duty (even when on annual leave)</p>	<p>11.1 PQR (Position Qualification Requirement):          1.Bachelor of Laws (LLB), Professional Diploma in Legal Practice (PDLP) with 5 years' experience as an Attorney at Law in the following areas;          Post Graduate Qualification is an advantage          Advocacy, Advisory, Contract, Commercial Matters, Civil Law and</p>	

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<p>whenever the need arises</p>	<p align="center">Management Training</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"> <li>1. <b>Excellent communicator</b> - 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</li> <li>2. <b>Excellent Judgement</b> - can make the right call on issues based on past experience and an understanding of similar situations</li> <li>3. <b>Willing to 'put skin in the game'</b> - able to take a calculated risk with a client and communicate that he's standing behind him</li> <li>4. <b>Good working ethic</b> - at a minimum, works the same hours as the clients; is available, responsive, and amenable to time frame and expectations</li> <li>5. <b>Sense of urgency</b> - shares the client's need to move quickly in a highly competitive environment</li> </ol>
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