

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Ministry of Justice

2. **Position Title:** Paralegal Officer

3. **Salary Level:** 10

4. **Division:** Office of the Public Legal Service

5. **Reports To:** Legal Officers

6. **Direct Reports:** Law clerks

7. Primary Objective of the Position:

The purpose of this post is to assist the Office by providing legal services at the District or Magistrates Court regarding legal advice, ADR (alternative dispute resolution) or mediation services and casework and court representation that is efficient, quality and timely to the disadvantaged people as well as supporting the implementation of the community legal education and public awareness programs on human rights issues and the rule of law.

8. Position Overview

9. **Financial:**

11. **Internal Stakeholders:**

- Lawyers
- Office Manager
- IT Officer
- Account Officer
- Working colleagues,
- Clients

10 **Legal:** *Magistrate Court Ordinance, Kiribati Law Society Act, Native Lands Ordinance, Traffic Act,*

12. **External Stakeholders:**

- Magistrates
- Judges
- Clients
- Community members
- Police
- MWYSA
- Island Councils
- Councilors
- Outer island residents
- Students
- Governmental/Non-Governmental Agencies

To be referred to Manager:

- Community Legal Education (CLE) Reports
- Contribution to law reform initiatives and programs
- Monthly reports,
- Outer island reports,
- Individual Practice reports
- Individual Caselist,

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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- Not to be referred to Manage
- Monthly reports,
 - Outer island reports
 - Individual Practice reports
 - Individual Caselist,
 - Mediation reports

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
Providing legal services at the Magistrates Court level regarding legal advice, casework and court representation that is efficient, quality and timely to the disadvantaged people of Kiribati,	Responsible for providing free and timely legal services to the disadvantaged people of Kiribati, Responsible for providing legal representation to clients in all Magistrate Courts of Kiribati in land, civil, criminal and family cases, Responsible for implementing and applying the eligibility guideline and ensuring that people assisted met those guidelines, Responsible for implementing strategic activities concerning the Legal Service set out in the Divisional Plan	Individual Caselist reports Individual Practice reports Periodic and progressive reports Outer island reports

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Providing ADR (alternative dispute resolution) or mediation services that is efficient quality and timely to the people of Kiribati

Responsible for providing alternative dispute resolution (ADR) or mediation services that is free and timely, Responsible for conducting mediation cases in accordance with Mediation Policy and Code of Conduct, Responsible for implementing other mediation policies professionally

Monthly report

Periodic and progressive reports

Supporting the implementation of community legal education (CLE) programs and public awareness on human rights issues and the rule of law.

Responsible for supporting and carrying out CLE awareness programs to the public, Responsible for assisting legal officers in arranging and conducting CLE campaigns

Conduct CLE campaigns

Periodic and progressive reports

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10. Key Challenges

- Managing caseload effectively and efficiently,
- Meeting high demand of legal services from the public,
- Working with limited resources and under strained funds,
- Completion of periodic and progressive reports
- Completion of Caselist reports

11. Selection Criteria

11.1 PQR (Position Qualification Requirement):

Education: Degree in Law or
Form 7 with at least 2 years Court or law firm
experience, Diploma in Law/Justice

Experience:

At least 2 years Court or Law Firm experience

Job Training: should have at least completed 1 year practice in a legal firm,

Prerequisite: should have at least been admitted to practice in the
Magistrate Court of Kiribati by the Honorable Chief Justice

11.2 Key Attributes (Personal Qualities):

3. Knowledge

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

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	<p>4. Skills</p> <ul style="list-style-type: none">• Speaking• Active listening,• Reading comprehension• Social perceptiveness• Mentoring• Monitoring <p>5. Attributes</p> <ul style="list-style-type: none">• Efficient• Effective• Innovative• Creative• Approachable• Cooperative• Fair• Professional• Hardworking and dedicated
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