

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Office of the Attorney-General (OAG)			
2. Position Title: Deputy Solicitor General for Civil Case (DSCG(Civil Case))	3. Salary Level: Level 4	4. Division: Civil Litigation and Advisory Division (CLAD), OAG	
5. Reports To: Attorney-General (AG)	6. Direct Reports: Solicitor General (SG), Director for Public Prosecutions (DPP) and Director of Legislative Drafting (DLD)		
7. Primary Objective of the Position: To assist the SG and where relevant, the DPP and DLD in supporting the AG to carry out his/her constitutional function effectively and efficiently and/or responsibilities as primary legal advisor to the government.			
8. Position Overview			
9. Financial: \$318,170.52AUD To support the AG and SG in the management and monitoring of the divisions' allocated budget in order to execute allocated tasks and activities to achieve the division's and in turn OAG as a whole to achieve its objectives in delivering the services required from OAG to the government and the public where applicable.		10 Legal: Constitution, Acts, Regulations, Byelaws, Customary law, Common Law. To carry out duties and responsibilities required for the government in accordance with the laws of Kiribati.	
11. Internal Stakeholders: SG, DPP, DLD, Senior State Attorneys (SSA), Assistant Senior State Attorneys (ASSA), State Attorneys (SA). AG (overall supervisor/manager) - Providing support in delivering Litigation as well as legal advice services to the Government. - Providing litigation progress and issues SG (direct supervisor) - Providing support in delivering Litigation as well as legal advice services to the Government. - Providing litigation progress and issues		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 Organizations and the general/individual public (only if referred to by AG or as part of law clinic activities approved by AG) 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 required to perform additional duties as required.

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<p>DPP and DLD (secondary supervisor) Providing relevant support to HODs on criminal prosecution and legislative drafting matters</p> <p>SSA, ASSA and SA Providing supervision to junior colleagues on civil litigation as well as legal advice issues.</p>		
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
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.

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<ol style="list-style-type: none"> 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. 	<p>15. Prerequisite Requirements:</p> <p>15.1 PQR (Position Qualification Requirement):</p> <ol style="list-style-type: none"> 1. Bachelor of Laws (LLB), Professional Diploma in Legal Practice (PDLIP) and 10 years work experience; Professional Diploma in Legislative Drafting (PDLID) 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) <p>15.2 Experience: 10 years' experience in the legal profession and Court appearance.</p> <p>15.3 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 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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tasks within the timeframe expected or urgently if required. Also being available, responsive, and amenable to time frame and expectation. Lastly, being willing to 'put skin in the game' - able to take a calculated risk with a client and provide professional support.

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