

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

<b>1. Ministry: Office of the Attorney General</b>			
<b>2. Position Title:</b> Assistant Senior State Attorney	<b>3. Salary Level:</b> L7-6	<b>4. Division:</b> Criminal	
<b>5. Reports To:</b> Attorney General	<b>6. Direct Reports:</b> Director Public Prosecution, Deputy Director Public Prosecution,		
<b>7. Primary Objective of the Position:</b> To assist the DPP to support the Attorney General to effectively and efficiently carry out his/her constitutional function and/or responsibilities			

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b> Penal Code, Criminal Procedure Code, Proceeds of Crime Act, Mutual Assistance Act, Cybercrime Act (if enacted), Communications Act, Family Peace Act, and other relevant applicable laws
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• AG</li> <li>• HODs</li> <li>• All staff</li> </ul> <p>To be referred to Attorney General</p>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Statutory Bodies</li> <li>• SOEs</li> <li>• NGOs</li> <li>• Government Ministries</li> <li>• KPS</li> <li>• Witnesses/victims</li> <li>• Courts</li> </ul> <p>To be referred to Manager/supervisor</p> <ul style="list-style-type: none"> <li>- Working/serving the above stakeholders</li> </ul>

*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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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ KDP/KPA: Good Governance</li> <li>▪ MOP Outcome:</li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
1. Victims and witness services	<ul style="list-style-type: none"> <li>• To provide the best service to victims and witnesses in terms of prosecution and likewise</li> </ul>	<ul style="list-style-type: none"> <li>• High level of victims and witnesses' satisfaction</li> </ul>
2. Public prosecution management	<ul style="list-style-type: none"> <li>a. Give advice or likewise to all government departments, statutory corporations, i.e. police on law enforcement provision contribution to law enforcement activities.</li> <li>b. Represent ministries and stakeholders in civil matters and legal advice</li> <li>c. Assist in drafting and reviewing of contracts</li> <li>d. Assist ministries and stakeholders in Drafting of Bills, Regulations,</li> </ul>	<ul style="list-style-type: none"> <li>• High level satisfaction and positive feedbacks on law enforcement activities</li> <li>• Positive attitudes/ supports</li> <li>• Positive feedbacks on legal advice</li> <li>• Providing legal advice in a timely manner</li> </ul>
3. Civil Litigation	<ul style="list-style-type: none"> <li>d. Assist ministries and stakeholders in Drafting of Bills, Regulations,</li> </ul>	<ul style="list-style-type: none"> <li>• Bills and Regulation are filed on time at the House of Parliament.</li> </ul>
4. Drafting	<ul style="list-style-type: none"> <li>• Undertake criminal prosecutions on behalf of the Republic</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction of criminal backlog</li> <li>• Efficiency in prosecution of criminal</li> </ul>
5. Just and timely conduct of prosecutions	<ul style="list-style-type: none"> <li>• Work closely with DPP, SG and DLD concerning all legal matters on a timely basis</li> </ul>	<ul style="list-style-type: none"> <li>• Efficiency in delivery of legal services</li> </ul>
6. Quality, reliability and delivery of legal services		
<b>10. Key Challenges</b>		
- implementation of new laws		
<b>11. Selection Criteria</b>		
<b>11.1 PQR (Position Qualification Requirement):</b>		
<b>Education:</b> <ul style="list-style-type: none"> <li>• Bachelor of Laws</li> </ul>		

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<ul style="list-style-type: none"> <li>- cover a wide range of responsibilities with limited time and able to work outside normal working hours</li> <li>- lack of tools and skills required for implementation of laws</li> <li>- personal commitment</li> <li>- prosecution of new crimes under new laws</li> <li>- sufficiency of evidence required for crimes prosecuted</li> <li>- cooperation of internal or outside counterparts for implementation of laws</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Diploma in Legal Practice</li> <li>• LLM is an advantage</li> </ul> <p><b>Experience:</b> 3 years work experience in high court</p> <p><b>Prerequisite:</b> N/A</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge and skills</b></p> <ul style="list-style-type: none"> <li>- good knowledge of law practices</li> <li>- critical thinking</li> <li>- problem solving</li> </ul> <p><b>2. Attributes:</b></p> <ul style="list-style-type: none"> <li>- Excellent communicator – knows how to explain the law and its implications to the client, has listening skills that are at least good in his/her speaking and writing abilities</li> <li>- Excellent judgement – can make the right calls on issues based on past experience and an understanding of similar situations</li> <li>- Good working ethic – at a minimum, works the same hours as the clients is available, responsive and amenable to time frame and expectations</li> <li>- willing to ‘put in the game’ – able to take a calculated risk with a client and communicate that he is standing with him</li> <li>- good manners and respectful</li> <li>- willing to encounter challenges for improvement</li> <li>- professional and ethical</li> <li>- willing to share knowledge</li> </ul>
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