

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Office of the Attorney-General (OAG) | | | |
| 2. Position Title: Deputy Solicitor General for Civil Case (DSG(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. | | | |

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| 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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| Approved by: | Date of Issue: |
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| <p>DPP and DLD (secondary supervisor) Providing relevant support to HODs on criminal prosecution and legislative drafting matters 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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| <p>Quality and reliability in delivery of legal services</p> | <p>Work closely with SG, DPP and DLD concerning all legal issues that affect the State. Answerable to AG and SG on all civil cases as well as legal advice matters (in collaboration with DSG (Legal Advice) and when required, to take charge of the CLAD division in the absence of the SG.</p> | <p>Reduced public challenges/ complaints against the State. High Level satisfaction from the Government, State Clients and the Public.</p> |
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14. Key Challenges

15. Selection Criteria

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