

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

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| <b>1. Ministry: Office of the Attorney General</b>  |   |  |
| <b>2. Position Title:</b> Deputy Director of Public Prosecution   | <b>3. Salary Level:</b> L4                            | <b>4. Division:</b> Public Prosecution |
| <b>5. Reports To:</b> Attorney General  | <b>6. Direct Reports:</b> Director Public Prosecution |  |
| <b>7. Primary Objective of the Position:</b> <ul style="list-style-type: none"> <li>a. To provide direct assistance to the Director of Public Prosecution (DPP) to fulfill his/her statutory roles and duties; and</li> <li>b. To support the AG to effectively and efficiently carry out his or her constitutional function and responsibilities to the justice system in line with the government policy</li> </ul> |   |  |

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| <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>• DDPP</li> <li>• Senior Prosecutor</li> <li>• ASSA</li> <li>• Public Prosecutor</li> <li>• DLD/DDLD/SSA/SA/SG</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<br/>- Working/serving the above stakeholders</p> |

*This 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>▪ <i>KDP/KPA: Good Governance</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul> |  |  |
|---|--|--|
| Key Result Area/Major Responsibilities  | Major Activities/Duties  | Performance Measures/Outcomes  |
| <p>1. Effective and efficient Prosecution</p>   | <ul style="list-style-type: none"> <li>• Monitoring/supervising junior counsels handling transactional, fraud, corruption and cybercrimes cases</li> <li>• Managing criminal cases of such offences promptly and without delay</li> <li>• Provide trainings and understanding on relevant evidence required</li> <li>• Prosecution of such cases</li> <li>• Consulting courts on prosecutor’s performance for improvement</li> <li>• Exploring areas need to improve in prosecution</li> </ul> | <ul style="list-style-type: none"> <li>• Prosecution efficiency</li> <li>• Avoidance of unnecessary delays</li> <li>• Crystal understanding on relevant evidence in any particular case</li> <li>• Excellent service to the government and the public</li> <li>• Reduction of backlog</li> <li>• Subordinate to government’s policy</li> </ul> |
| <p>2. Implementation of relevant laws efficiently</p>   | <ul style="list-style-type: none"> <li>• Trainings to law enforcement officers and stakeholders on relevant laws in this area</li> <li>• Analyzing gaps in the system including laws implemented</li> <li>• Consultation with DPP on gaps discovered</li> <li>• Consultation with legal drafting unit on areas needed to improve</li> </ul>  | <ul style="list-style-type: none"> <li>• Clear understanding of relevant laws by relevant stakeholders</li> <li>• Efficient and effective implementation</li> <li>• Strengthening relationship between stakeholders</li> <li>• Improvement of enforcement provisions in relevant laws</li> </ul>   |

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| 3. Good management of criminal files     | <ul style="list-style-type: none"> <li>Analyzing evidence in each file on a timely basis</li> <li>Allocation of files and monitoring its movements</li> <li>Evaluation of how each file is handled</li> <li>Evaluation of how efficient evidence are to legal proceedings</li> </ul> | <ul style="list-style-type: none"> <li>No delay in bringing perpetrators to legal justice</li> <li>Timely report</li> <li>Efficiency in management of criminal files in the area</li> </ul> |
| 4. Service provider to witnesses/victims | <ul style="list-style-type: none"> <li>Uplift barriers of witness/victims reluctance to cooperate in law proceedings</li> </ul>  | <ul style="list-style-type: none"> <li>Successful prosecution</li> <li>Alignment of criminal justice legal system with current development and technologies</li> </ul>                      |
| 5. In support of DPP's Plans             | <ul style="list-style-type: none"> <li>Executions of directions of DPP</li> <li>Meetings with DPP on urgent and sensitive matters</li> </ul>   | <ul style="list-style-type: none"> <li>Good working environment</li> <li>Good cooperation</li> </ul>  |
| 6. Report/database                       | <ul style="list-style-type: none"> <li>Monitor report/database on a monthly basis</li> <li>Report on database to DPP</li> </ul>  | <ul style="list-style-type: none"> <li>Avoidance of criminal files misplacement</li> <li>Avoidance of delays</li> <li>Efficient workplan for such cases</li> </ul>                          |
| 7. Any other tasks assigned by AG or DPP |  |   |

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| <b>10. Key Challenges</b>  | <b>11. Selection Criteria</b>  |
| <ul style="list-style-type: none"> <li>- various policies within different work places</li> <li>- Delays/no assistance obtained from foreign countries-mutual gaps in Mutual Assistance Law</li> <li>- Lack of tools and skills of enforcement officers</li> <li>- maintenance of highest legal, ethical and professional standards</li> </ul> | <p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Laws</li> <li>• Professional Diploma of Legal Practice</li> <li>• LL.M and PDL are an advantage</li> </ul> <p><b>Experience:</b> 10 years work experience</p> |

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|  | <p><b>Prerequisite:</b> Valid Police Clearance, reference from the Head of Office/HOD</p> <p>Reference shall consist of the following:</p> <ul style="list-style-type: none"><li>- Officer's commitment</li><li>- Punctuality</li><li>- Leadership skill</li><li>- Good Attendance</li></ul>   |
|  | <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"><li>- Work committed</li><li>- Healthy</li><li>- Knowledgeable with creative mind</li><li>- Skillful</li><li>- Positive create in areas needed to improve</li><li>- Excellent communicator – knows how to explain the law and its implications to the client, has listening skills that are least good in his/her speaking and writing abilities</li><li>- Ethical and professional</li><li>- Able to face challenges and provide solutions to those challenges</li><li>- Excellent worker and not eary to give up</li><li>- Have manners and respect</li><li>- Research skills</li><li>- Judgement skills and analytical skills</li><li>- People skills</li></ul> |

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