

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

<b>1. Ministry:</b> Office of the Attorney-General (OAG)		
<b>2. Position Title:</b> Deputy Solicitor General for Civil Case (DSG (Legal Advice))	<b>3. Salary Level:</b> Level 4	<b>4. Division:</b> Civil Litigation and Advisory Division (CLAD), OAG
<b>5. Reports To:</b> Attorney-General (AG)	<b>6. Direct Reports:</b> Solicitor General (SG), Director for Public Prosecutions (DPP) and Director of Legislative Drafting (DLD)	
<b>7. Primary Objective of the Position:</b> 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.		

<b>8. Position Overview</b>	
<b>9. Financial:</b> \$318,170.52AUD To support the AG and SG in the management and monitoring of the division's 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.	<b>10 Legal:</b> 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.
<b>11. Internal Stakeholders:</b> SG, DPP, DLD, Senior State Attorneys (SSA), Assistant Senior State Attorneys (ASSA), State Attorneys (SA).  <b><u>AG (overall supervisor/manager)</u></b> <ul style="list-style-type: none"> <li>- Providing support in delivering legal advice as well as civil litigation services to the Government.</li> <li>- Reporting on progress of legal issues and provision of legal advice to clients progress</li> </ul> <b><u>SG (direct supervisor)</u></b> <ul style="list-style-type: none"> <li>- Providing support in delivering legal advice as well as litigation services to the Government.</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>(a) Government Ministries</li> <li>(b) State Owned Enterprises</li> <li>(c) Island Councils</li> <li>(d) Other Government entities</li> <li>(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)</li> </ul> To provide legal assistance on legal issues for and against the government ministries, SOEs, Island Councils and any other government entities.

*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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<p>- Reporting on progress of legal issues and provision of legal advice to clients progress</p> <p><b><u>DPP and DLD (secondary supervisor)</u></b> Providing relevant support to HODs on criminal prosecution and legislative drafting matters</p> <p><b><u>SSA, ASSA and SA</u></b> Providing supervision to junior colleagues on legal advice as well as civil litigation issues.</p>	
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**13. KEY ACCOUNTABILITIES** *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Provision of legal advice	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.
Legal advice tasks management	Efficient management and disposal of legal advice matters received or instructed onto the office of the Attorney-General.	Avoid unnecessary delays on delivery of legal advice required by clients.
Assisting the SG in the management of civil cases handled by SSA, ASSA and SA	Monitoring legal advice progress and outcomes	Updated legal advice reports and on-time monitoring of legal advice progress.
Other legal responsibilities	Other Activities/Duties	Performance Measures/Outcomes
Civil Litigation	Legal representation of the Government (ministries, state owned enterprises, statutory bodies, local government councils, and other recognized	Prompt and efficiency in court attendance and compliance with the court procedure rules.

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	government bodies) on all civil and land cases at the Magistrates' Court, High Court and Court of Appeal	
Quality and reliability in delivery of legal services	Work closely with SG, DPP and DLD concerning all legal issues that affect the State. Answerable to AG and SG on all legal advice as well as litigation matters (in collaboration with DSG (Civil Case) and when required, to take charge of the CLAD division in the absence of the SG.	Reduced public challenges/complaints against the State. High Level satisfaction from the Government, State Clients and the Public.

14. Key Challenges	15. Selection Criteria
<p>1. Maintenance of the highest legal, ethical and professional standards.</p> <p>2. Able to dispose and deliver legal opinion on a timely basis or spontaneously.</p> <p>3. Capable of representing the Government litigating civil cases.</p> <p>4. Cover a wide range of responsibilities with limited time, i.e. to be able to work outside normal working hours.</p> <p>5. Be readily available for duty (even when on official leave/holidays) whenever instructed.</p>	<p><b>15. Prerequisite Requirements:</b></p> <p><b>15.1 PQR (Position Qualification Requirement):</b></p> <p>1. Bachelor of Laws (LLB), Professional Diploma in Legal Practice (PDLP) and 10 years work experience; Professional Diploma in Legislative Drafting (PDL) and LLM are an advantage.</p> <p>2. Birth Certificate.</p> <p>3. Police Clearance (within last 3 months of application)</p> <p><b>15.2 Experience:</b> 10 years' experience in the legal profession and High Court appearance.</p> <p><b>15.3 Key Attributes (Personal Qualities):</b></p> <p>1. Professionalism and Court etiquette – carrying him/herself as expected of a senior legal officer in his/her conducts as legal advisor and also in court by complying with the rules of procedure and . Also, be courteous to learned friends and court officers.</p> <p>3. Excellent judgment and communicator</p>

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	<ul style="list-style-type: none"><li>• 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.</li><li>• can make the right call on issues based on 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.</li></ul> <p>4. Good working ethic – at a minimum, work the hours as stipulated in the National Conditions of Services and at the maximum, completing 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.</p>
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