

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

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| <b>1. Ministry:</b> Ministry of Justice   |  |  |
| <b>2. Position Title:</b> Legal Officer   | <b>3. Salary Level:</b> 9-6                  | <b>4. Division:</b> Office of the Public Legal Service |
| <b>5. Reports To:</b> Senior Legal Officer  | <b>6. Direct Reports:</b> Paralegal officers |  |
| <p><b>7. Primary Objective of the Position:</b><br/>The purpose of this post is to provide legal service (legal advice, casework, Court representation and mediation) that is efficient, quality and timely to the disadvantaged people of Kiribati according to the Eligibility Guideline, supporting the implementation of the community legal education programs and community awareness on human rights issues and the rule of law and assisting and contributing in the provision of law reform activities and contributions to promote and advocate human rights issues, and others as may be required from time to time by the supervisor.</p> |  |  |

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| <b>8. Position Overview</b>  |   |
| <p><b>9. Financial:</b> Up to \$5,000<br/>The post holder will be able to co-sign the amount of up \$5,000 only if the superiors are travelling or leave</p>   | <p><b>10 Legal:</b><br/>National Condition of Service, Kiribati Law Society Act, Admission Rules, High Court Civil Procedure Rules, Magistrate Court Ordinance, Evidence Act, Native Lands Act, Family Peace Act, Children Young People and Family Welfare Act, Penal Code, Criminal Procedure Code, Statutory Declaration Act,</p> |
| <p><b>11. Internal Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Legal officer</li> <li>• Paralegals</li> <li>• Office Manager</li> <li>• Law Clerks</li> <li>• IT Officer</li> <li>• Account Officer</li> <li>• Colleagues,</li> </ul> | <p><b>12. External Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Clients</li> <li>• Magistrates</li> <li>• Judges</li> <li>• Community members</li> <li>• Police</li> <li>• MWYSA</li> <li>• Island Councils</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>Approved by:</b> | <b>Date of Issue:</b> |
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| <ul style="list-style-type: none"> <li>• Clients</li> </ul> <p>To be referred to the Manager:</p> <ul style="list-style-type: none"> <li>• Leave,</li> <li>• Outer island trips,</li> <li>• Caselist reports,</li> <li>• Community Legal Education (CLE) reports,</li> <li>• Topical Paper submissions on law reform matters,</li> <li>• Members of intergovernmental committees,</li> <li>• Monthly reports,</li> <li>• Quarterly Reports,</li> <li>• Overseas trainings,</li> <li>• Short term/long term Study,</li> <li>• Others as may be required from time to time by Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Councilors</li> <li>• Outer island residents</li> <li>• Students</li> <li>• Governmental/Non-Governmental Agencies</li> </ul> <p>Without referral to the Manager</p> <ul style="list-style-type: none"> <li>• Court representation,</li> <li>• Legal research,</li> <li>• Legal advice,</li> <li>• Mediation services,</li> <li>• Updating caselist,</li> <li>• Participation in Community Legal Education programs/activities,</li> <li>• Appeals to the High Court/Court of Appeals,</li> <li>• Paper submissions on law reform issues,</li> <li>• Monthly reports,</li> <li>• Quarterly reports,</li> </ul> |
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**13. KEY ACCOUNTABILITIES***(Include linkage to KDP, MOP and Divisional Plan)*

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

| Key Result Area/Major Responsibilities   | Major Activities/Duties  | Performance Measures/Outcomes   |
|--|--|---|
| To provide legal services (legal advice, casework, Court representation and mediation) that is efficient, quality and timely to the disadvantaged people of Kiribati according to the Eligibility Guideline, | Responsible for the provision of free, quality and timely legal services to the disadvantaged people which include legal advice, casework, Court representation and mediation services,<br><br>Responsible for implementing and applying the Eligibility Guideline to the public and ensuring that free legal service rendered is in accordance with the | Casefile reports<br>Caselist reports<br>Quarterly reports<br><br>Quality caselist review<br>Compliance report |

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|  | Guidelines,  |   |
| To support the implementation of the community legal education (CLE) programs and community awareness on human rights issues and the rule of law | <p>Responsible for carrying out CLE programs and awareness in the communities to raise public legal understandings on human rights and the rule of law,</p> <p>Responsible for supporting CLE programs such as arranging and designing CLE programs on most pressing issues that require clarification and awareness in the communities,</p>   | <p>CLE awareness programs</p> <p>CLE awareness reports</p> <p>CLE programs</p> <p>CLE reports</p> |
| To assist and contribute in the provision of law reform activities to promote and advocate human rights issues                                   | <p>Responsible to assist in providing law reform activities in the form of appeals to appellate court to correct judgmental errors of law,</p> <p>Responsible to assist in conducting consultations on law reform matters to get community opinions and feedbacks,</p> <p>Responsible to assist in drafting (opinions) or reports on law reform issues that promote and advocate human rights and the rule of law,</p> | <p>Law reform appeals</p> <p>Consultations/Workshops,</p> <p>Opinion submissions</p>              |
| Others as may be required from time to time by supervisor  | Responsible to carry out other tasks as may be directed by the Senior Legal Officer or other supervisors that could involve capacity development trainings or other matters within expertise and knowledge to perform,   | <p>Directions</p> <p>Others</p>   |

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| <b>10. Key Challenges</b>   | <b>11. Selection Criteria</b>   |
| <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Managing caseload effectively and efficiently,</li> </ul> | <p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b></p> |

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- Meeting high demand of legal services from the public,
- Working with limited resources and strained funds,
- Completing other assigned tasks by supervisor(s).

Bachelor of Laws (LLB)  
Professional Diploma in Legal Practice (PDLP)

**Experience:**

At least 6 months practical experience in law firm or legal aid organisation practice,

**Job Training:**

At least 6 months on a job training,

**Prerequisite:**

Should have undergone practical trainings or internship as part of the Law degree program

**11.2 Key Attributes (Personal Qualities):**

**1. Knowledge**

- Customer and Personal Service
- Legal
- English Language
- Clerical
- Computers

**2. Skills**

- Speaking
- Active listening,
- Analytical,
- Problem solving,
- Reading comprehension
- Social perceptiveness

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- Mentoring
- Monitoring

**3. Attributes**

- Efficient
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair
- Professional
- Hardworking
- Dedicated

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