

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Justice		
2. Position Title: Legal Officer	3. Salary Level: 9-6	4. Division: Office of the Public Legal Service
5.	6.	7.
8. Reports To: Senior Legal Officer	9. Direct Reports: Paralegal officers	
10. Primary Objective of the Position: 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.		

11. Position Overview	
12. Financial: Up to \$5,000 The post holder will be able to co-sign the amount of up \$5,000 only if the superiors are travelling or leave	10 Legal: 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,
11. Internal Stakeholders: - Legal officer - Paralegals - Office Manager - Law Clerks - IT Officer - Account Officer	12. External Stakeholders: - Clients - Magistrates - Judges - Community members - Police - MWYSA

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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• Colleagues, • Clients To be referred to the Manager: • Leave, • Outer island trips, • Caselist reports, • Community Legal Education (CLE) reports, • Topical Paper submissions on law reform matters, • Members of intergovernmental committees, • Monthly reports, • Quarterly Reports, • Overseas trainings, • Short term/long term Study, • Others as may be required from time to time by Supervisor	• Island Councils • Councilors • Outer island residents • Students • Governmental/Non-Governmental Agencies Without referral to the Manager • Court representation, • Legal research, • Legal advice, • Mediation services, • Updating caselist, • Participation in Community Legal Education programs/activities, • Appeals to the High Court/Court of Appeals, • Paper submissions on law reform issues, • Monthly reports, • Quarterly reports,
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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, Responsible for implementing and applying the Eligibility Guideline to the public and ensuring that free	Casefile reports Caselist reports Quarterly reports Quality caselist review Compliance report

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	legal service rendered is in accordance with the Guidelines,	
To support the implementation of the community legal education (CLE) programs and community awareness on human rights issues and the rule of law	Responsible for carrying out CLE programs and awareness in the communities to raise public legal understandings on human rights and the rule of law, Responsible for supporting CLE programs such as arranging and designing CLE programs on most pressing issues that require clarification and awareness in the communities,	CLE awareness programs CLE awareness reports CLE programs CLE reports
To assist and contribute in the provision of law reform activities to promote and advocate human rights issues	Responsible to assist in providing law reform activities in the form of appeals to appellate court to correct judgmental errors of law, Responsible to assist in conducting consultations on law reform matters to get community opinions and feedbacks, Responsible to assist in drafting (opinions) or reports on law reform issues that promote and advocate human rights and the rule of law,	Law reform appeals Consultations/Workshops, Opinion submissions
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,	Directions Others

10. Key Challenges	11. Selection Criteria
Reporting	11.1 PQR (Position Qualification Requirement):

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

Education:

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

Experience:

Job Training:

Prerequisite:

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
- Mentoring
- Monitoring

3. Attributes

- Efficient

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| | <ul style="list-style-type: none">• Effective• Innovative• Creative• Approachable• Cooperative• Fair• Professional• Hardworking• Dedicated |
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