

# VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Senior Crown Counsel, Attorney General's Chambers, Saint Lucia.

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	:	Senior Crown Counsel
<b>REPORTS TO</b>	:	Solicitor General
<b>SUPERVISES</b>	:	Crown Counsels and Legal Secretary
<b>CLASSIFICATION</b>	:	Grade 19

### **A. RELATIONSHIPS AND RESPONSIBILITIES**

1. Provision of professional, efficient and ethical legal services to the Government of Saint Lucia in matters related but not limited to the conduct of civil litigation, provision of legal advice, drafting and vetting of contracts and other agreements.
2. Works under the direction of and reports to the Solicitor General.
3. Required to respond whenever necessary to the Attorney General and Permanent Secretary on matters related to work in progress.

### **B. DUTIES AND TASKS**

1. Represents the Government of Saint Lucia in all civil matters in the High Court and Court of Appeal and provides guidance and assistance to the Crown Counsels in the conduct and progress of matters.
2. Functions as a legal representative of the Government locally, regionally and internationally in matters involving constitutional and other civil issues.
3. Prepares all legal documents to be filed in civil matters.
4. Appears in appeals in disciplinary matters before the Public Service Appeal Board and the Income Tax Appeals Tribunal.

5. Provides legal advice to all Ministries/Departments to ensure that the interest of the Government is safeguarded.
6. Drafts and vets Deeds and Agreements, Memoranda of Understanding, Contracts, Notarial documents to which Government is a party.
7. Reviews, vets and approves documents for Marriage Licences, Aliens Licences and any other related matter.
8. Advises the Attorney General on applications by Non-Profit Companies.
9. Advises the Attorney General on applications for admission to the Bar by non-citizens.
10. Vets Loan Agreements with Foreign Governments or Agencies.
11. Processes Mutual Legal Assistance Requests (internal and external), Letters Rogatory including matters of extradition and registration of restraining orders, and advising on treaty and international obligations.
12. Represents the Office of the Attorney General on various committees, statutory bodies and other Boards established by Government.
13. Represents the Government of Saint Lucia at workshops, conferences and other meetings locally and overseas.
14. Liaises with other Senior Crown Counsels ensuring familiarity with all major litigation involving Chambers.
15. Acts as Tutor Ad Hoc in applications for adoption of infants.
16. Prepares and represents the State in the adjudication of matters, mediation, negotiation and in particular Boards of Assessment.
17. Prepares regular reports on work in progress.
18. Performs such other duties as may be assigned from time to time within the scope of responsibility.

**C. CONDITIONS**

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Suitable office accommodation provided.
4. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements and Terms and Conditions of Employment.
5. Institutional support is provided through Civil Service Regulations, legislation and Agency guidelines.
6. Opportunities exist for career and personal development.
7. This post is non-pensionable.

**D EVALUATION METHODS**

Work performance will be evaluated on the basis of the following:

1. Effective implementation of duties, responsibilities and assignments as defined in the job description.
2. Demonstrated supervisory capabilities and interpersonal skills.
4. Number of problems investigated and relevance of prescriptions.
5. Attendance at inhouse and external meetings, and other official activities as required.
6. Compliance with and responsiveness to supervision.
7. Professionalism and decorum.
8. Punctuality.
9. Compliance with Agency guidelines and standard operating procedures.

**E. KNOWLEDGE, SKILLS AND ABILITIES**

1. Sound knowledge of and ability to interpret Legislation, Civil Service Rules and Regulations, Collective Agreements.
2. Demonstrated ability to organize and work independently on multiple tasks/projects and complete assignments within specified deadlines.
3. Ability to prepare clear concise reports.
4. Extensive knowledge of the court procedure.
5. Extensive knowledge of legal principles, practices and proceedings.
6. Sound knowledge of Government procedures and practices.
7. Sound working knowledge of the Laws of Saint Lucia.
8. Ability to establish and maintain effective working relationships.
9. Ability to analyse issues and provide sound recommendations.
10. Proven ability to solve legal problems in a methodical and practical way.

**F. QUALIFICATIONS AND EXPERIENCE**

- a. Masters Degree in Law and a Legal Education Certificate plus eight (8) years legal experience.

**OR**

- b. Bachelors Degree in Law plus a Legal Education Certificate plus a minimum of ten (10) years legal experience.

Applications, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary  
Judicial and Legal Services Commission  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
Castries  
Saint Lucia, W.I.

To reach him no later than **Monday, 5<sup>th</sup> February 2018**.

**NB:** Applications may also be submitted via email to [jisc@eccourts.org](mailto:jisc@eccourts.org). Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.