



“An Independent and Impartial Judicial System for the Republic of Fiji Islands”

The Judicial Department invites applications from suitably qualified and experienced individuals to fill the following vacant positions.

A. Legal Practitioners Unit

Vacancy No. 10/17 Senior Legal Officer- Suva – 1 Post [re-advertised]

Role: Senior Legal Officer
Level: LG 04
Salary range: \$39,687 - \$46,481
Location: Suva
Unit/Division: Legal Practitioners Unit

Reporting Responsibilities;

- a) **Reports to:** Principal Legal Officer
- b) **Liases with:** All officers in the Legal Practitioners Unit
- c) **Subordinates:** Legal Officers, Court Officers, Clerical Officers, Assistant Court Officers and GWE's

The Position

The position is responsible to the Chief Registrar through the Principal Legal Officer on legal issues with respect to any complaints made against legal practitioners or law firms or their employees and agents. To render legal opinion and to appear before the Independent Legal Services Commission or the appellate courts on behalf of the Chief Registrar in disciplinary proceedings against the aforementioned parties. To advise the Chief Registrar as to whether Legal Practitioners and/or Law Firms have complied with the provisions of Legal Practitioners Decree 2009 and the Trust Accounts Act 1996. To confirm and advise the Chief Registrar on whether legal practitioners are in compliance of the Legal Practitioners Decree and the Trust Accounts Act prior to issuing of Practising Certificates.

Key Responsibilities

- Render Preliminary Brief Assessment on complaints received against legal practitioners by perusing the complaints and giving recommendations as to whether further evidence or investigation is needed or whether the complaint/allegations have sufficient basis for it to be referred to the legal practitioner concerned;
- Assist the Investigating Officers with investigations;
- Render legal opinion on the complaint;
- Refer the complaints to either mediation or for disciplinary proceedings;
- Correspondence with stakeholders and filing;
- Draft disciplinary charges
- Draft affidavits

- Prepare written submissions for the Independent Legal Services Commission or the appellate courts;
- Conduct witness conferencing;
- Attend meetings with stakeholders for instance the Registrar for Titles/Companies, Director of Lands, Bank Managers, auditors, etc;
- Assist the Principal Legal Officer to supervise the Legal Officers and all subordinate officers;
- Vetting of Practising Certificate applications and trust account audit reports;
- Assist the Principal Legal Officer in the overseeing of registry procedures;
- Assist the Principal Legal Officer in planning, organizing, reviewing, managing and maintaining registry procedures and compliance.

SELECTION CRITERIA

The Person

Professionally qualified under the provisions of the Legal Practitioners Decree 2009 with a Bachelor of Laws Degree with at least three years post admission experience. Must be admitted to the High Court of Fiji together with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good knowledge of Legal Practitioners Decree 2009 and Trust Accounts Act 1996;
2. Good knowledge on the procedures followed by Courts and Independent Legal Commission;
3. Sound working knowledge on Practising Certificate applications and Trust Accounts;
4. Good knowledge on PSC Acts, Regulations, General Orders, Financial Instructions, Circulars and other procedures.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills together with public relations and customer service skills;
2. Ability to draft disciplinary charges and affidavits;
3. Good research skills;
4. Ability to prepare reports and submissions;
5. Planning and organisational skills and the ability to work as a team;
6. Ability to maintain confidentiality;
7. Ability to interpret relevant legislations and laws;
8. Ability to assist with investigations;
9. Demonstrated capacity to render accurate legal opinions;
10. Demonstrated ability to supervise and lead support staff.

Vacancy No. 11/17 Legal Officer - Suva – 1 Post

Role: Legal Officer
Level: LG 05
Salary range: \$27,701 -\$33,902

Location: Suva
Unit/Division: Legal Practitioners Unit

Reporting Responsibilities;

- d) Reports to:** Principal Legal Officer
- e) Liaises with:** All officers in the Legal Practitioners Unit
- f) Subordinates:** Court Officers, Clerical Officers, Assistant Court Officers and GWE's

The Position

The position will be responsible to the Principal Legal Officer through the Senior Legal Officer, Legal Practitioners Unit ("LPU"), for the effective and expeditious processing, supervision of investigations and prosecution of complaints against legal practitioners, law firms and employees of law firms before the Independent Legal Services Commission pursuant to the provisions of the Legal Practitioners Act 2009. In processing complaints, the incumbent would be required to carry out preliminary brief analysis of complaints to determine whether the complaint is to be referred to the respective practitioners, law firm or employee and provide advice the Chief Registrar on the appropriate course of action, i.e. whether to refer the complaint for mediation, prosecution or dismissal. Prosecute complaints before the Independent Legal Services Commission and appeals before the Fiji Court of Appeal. Responsible for vetting applications for practicing certificates and monitoring of trust accounts.

Key Responsibilities

- Carry out preliminary brief analysis of complaints to determine whether the complaint is to be referred to the respective Practitioners, Law Firm or Employee;
- Provide legal opinions
- Preparing affidavits and submissions.
- Drafting disciplinary charges
- Advice the Chief Registrar on the appropriate course of action, i.e. whether to refer the complaint for mediation, prosecution or that it be dismissed;
- Prosecute complaints before the Independent Legal Services Commission and appeals before the Fiji Court of Appeal;
- Responsible for vetting applications for practicing certificates and monitoring of trust accounts.

SELECTION CRITERIA

The Person

Professionally qualified under the provisions of the Legal Practitioners Act 2009 with a Bachelor of Laws Degree. Must be admitted to the High Court of Fiji. Experience in litigation is preferred. The following knowledge, experience, skills and abilities are required to successfully undertake this role:

Knowledge and Experience

1. Good knowledge of Legal Practitioners Act 2009 and Trust Accounts Act 1996;
2. Good knowledge on the procedures followed by courts and Independent Legal Services Commission;

3. Good knowledge on General Orders, Financial Instructions, Circulars and other procedures.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communication skills together with public relations and customer service skills;
2. Ability to maintain confidentiality;
3. Ability to draft disciplinary charges and affidavits;
4. Good research skills;
5. Ability to prepare reports and submissions;
6. Planning and organisational skills and the ability to work as a team;
7. Ability to interpret relevant legislation and laws;
8. Ability to assist with investigations;
9. Demonstrated capacity to render accurate legal opinions;
10. Demonstrated ability to supervise and lead support staff.

Personal Character and Eligibility

Applicants for employment in the Judicial Department must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical report and police clearance as a condition of employment.

The Judicial Department is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.

To apply for this role please provide an up-to-date resume with copies of academic certificates & transcripts, at least two referees, with one being a current or recent supervisor, a filled JD Form 01 form which is available on website www.judiciary.gov.fj or from any Court Registry Fiji wide or HR Office in Suva. Applications that do not meet the selection criteria will not be considered. Only short-listed candidates will be contacted. If you are not contacted by the Judicial Department, your application has not been successful and we thank you for your interest in applying

Applications for the positions must be received **by 4.00pm on Friday 17 March 2017** and addressed to:

Applications by Post:

Chief Registrar
Judicial Department
P.O.Box 2215
Government Buildings
Suva

Applications delivered:

Judicial Department

HR Section
Level 3, Kelton House
Loftus Street
Suva, Fiji

LATE APPLICATIONS WILL NOT BE CONSIDERED.

