



The Judicial Department is an Independent and Impartial Judicial System and is responsible to serve justice in the community, reaching out to the public by attending our tasks diligently, efficiently and in a timely manner. It is to ensure a Judicial System that's is Accessible, Efficient, Effective and Transparent.

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

A. Legal Practitioners Unit

Vacancy No. 43/17 Investigator [Sergeant], Legal Practitioners Unit, Suva – 2 Posts (Re-Advertised)

Position: Investigator [Sergeant]
Level: PL 05
Salary range: \$27,803 - \$30,029
Location: Suva
Unit/Division: Legal Practitioners Unit

Reporting Responsibilities;

- a) Reports to:** The Principal Legal Officer and the Chief Investigating Officer
- b) Liaises with:** Legal Practitioners Unit Staff
- c) Subordinates:** Clerical Officer (LPU), Assistant Court Officer (LPU)

The Position

The primary role of this position is responsible to the Principal Legal Officer through the Senior Legal Officer and Chief Investigator [Inspector] for conducting investigations into all complaints against Legal Practitioners/ Law Firms following receipt of instructions from the Chief Registrar, Principal Legal Officer and Chief Investigating Officer.

Key Responsibilities

- Being responsible for liaising with Criminal Records Office to verify whether Legal Practitioners have criminal records when submitting renewal of Practitioners Certificate applications;
- Liaising with stakeholders for information/ evidence in relation to complaints received against law firms and legal practitioners;
- Assisting in the verification of compliance by law firms and legal practitioners with the Trust Account Act 1996 and the Legal Practitioners Act 2009 requirements;
- Collecting and retrieving all documentary evidence in relation to investigation including taking witness statements;
- Attending to public complaints;

- Examine and analyze trust account audit reports submitted by law firms and investigate into any adverse findings by the auditor;
- Lead financial reviews of sensitive and complex investigations and assist investigators with cases in relation to accounts;
- Prepare statistical/ financial analysis and reports to document findings and maintain up-to-date case files;
- Compiling and preparing investigation files for prosecution;
- Prepare briefs of evidence for assessment by the Principal Legal Officer/ Legal Officers and possible review by the Chief Registrar;
- Perform other related duties as assigned by the Chief Registrar, Principal Legal Officer and the Chief Investigator.

SELECTION CRITERIA

The Person

In addition to being qualified as a Corporal in accordance with the Fiji Police qualification the person must have also successfully completed CID Qualifying Course.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. Sound knowledge of Legal Practitioners Decree 2009, Trust Accounts Act, 1996, Department Policies and Regulations and Court Procedures;
2. Sound knowledge of the Fijian Constitution (2013);
3. Experience in forensic and fraud related investigation;
4. Knowledge and experience in compiling of reports and making appropriate submission;
5. Good knowledge on analysing statistical data.

Skills and Abilities

The applicant should have demonstrated the following skills and abilities:

1. Strong written and oral communications skills together with public relations and customer service skills;
2. Ability to conduct investigations into all complaints against Legal Practitioners/ Law Firms;
3. Planning and organisation skills and the ability to work as part of a team;
4. Ability to maintain confidentiality;
5. Ability to interpret legislations;
6. Capacity to utilize computer programs to support the operations of the Unit.

B. Employment Relations Tribunal Unit

Vacancy No. 44/17 Chief Tribunal, ERT Suva – 1 Post

Position: Chief Tribunal
Level: JU 05
Salary: \$ 141,501.00
Location: Suva

Unit/Division: Employment Relations Tribunal, Suva

Reporting Responsibilities;

- a) **Reports to:** Judicial Services Commission
- b) **Liases with:** All officers in the Employment Relations Tribunal
- c) **Subordinates:** Legal Tribunal , Ad hoc Tribunal, Registrar
Employment Relations Tribunal, Administrative Assistants, ERT Clerks, Court Officers

The Position

The primary role of this position is to assist employers and their representatives and workers and their representatives namely the trade unions to achieve and maintain effective employment relations, in particular, by adjudicating and determining any grievance or dispute between parties to employment contracts. The position also assists in relation to any matter, assists parties amicably to settle the matter which settlement must be signed by the parties and endorsed by the tribunal as a binding decision.

Key Responsibilities

- Adjudicate on employment grievances;
- Resolve employment disputes;
- Arbitrate on whether a contract for service is a contract of service;
- Adjudicate on all actions under the ER Act 2007 for the recovery of wages or other money;
- Adjudicate on all actions involving entitlements and related matters provided for by the ER Act 2007;
- Make compliance order under section 212;
- Adjudicate on actions for breach of an employment contract;
- Adjudicate on a question connected with the construction of an employment contract, which arises in the course of proceedings properly brought before the Tribunal;
- To adjudicate on a question connected with the construction of a provision of this ER Act 2007 or any other written law, which arises in the course of proceedings properly brought before the Tribunal, notwithstanding that the question concerns the meaning of the ER Act 2007 under which the Tribunal is constituted or under which the Tribunal operates in a particular case;
- To adjudicate on matters referred to the Tribunal by the Permanent Secretaries;
- To adjudicate on matters referred to it by the Mediation Services or any party to the mediation;
- Hear and determine any appeal referred to it under the ER Act 2007;
- To adjudicate on matters relating to equal employment opportunities under Part 9;
- To adjudicate on any matter relating to trade unions or their members, including whether the rules of a trade union comply with the provisions of the ER Act 2007;
- Hear and determine any appeal against any notice issued by a labour officer or a labour inspector under section 19;
- Hear and determine any matter under the Workmen's Compensation Act (Cap. 94);

- Hear and determine any appeal against any notice issued by a Health and Safety Inspector under Part VIII of the Health and Safety at Work Act 1996;
- Exercise other powers and functions as are conferred on it by this Promulgation or and other written law.

Knowledge and Experience

1. Qualified as a lawyer with 7 years experience at the Bar, preferably with experience in Employment Relations matters. Have some basic appreciation of dealing with Employment Disputes and Grievances and an appreciation of Mediation practice as applied under the Employment Relations Act 2007(ER Act 2007);
2. To have an in-depth knowledge and understanding of the Workers Compensation and OHS Legislation and other areas of the Tribunal's jurisdiction under Section 211 of the ER Act 2007;
3. Have a professional background and preferably qualifications in adjudication or arbitration.

Skills and Abilities

The applicant should have demonstrated capability in the following skills and abilities:

1. With outstanding leadership skills and abilities effectively to manage cases and linkages to wider administrative justice system;
2. Outstanding leadership skills including, leading the modernization of the tribunal to deliver greater efficiency and effectiveness;
3. Ability to continue to develop the relationship between courts and tribunals. Integrity and independence of mind;
4. Energy and resilience to withstand the pressure of demanding and constant responsibilities;
5. The ability to develop and communicate a sense of direction and priorities for other tribunal members and to inspire them to follow the lead given.

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 27th October 2017** and addressed to:

Applications by Post:

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

Applications delivered:

The Judicial Department
HR Section
Level 3, Kelton House
Loftus Street
Suva, Fiji

LATE APPLICATIONS WILL NOT BE CONSIDERED.