



**Office of the Attorney General**  
**RECRUITMENT & SELECTION**  
**APPLICATION FORM**

<b>THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:</b>
<b>Contract Position Title:</b> <i>Associate Public Prosecutor – District Court</i>
<b>Position Code:</b> <i>AT001785</i>
<b>Division:</b> <i>Criminal Prosecutions Division (District Court)</i>
<b>Location:</b> <i>Tofilau Eti Alesana Building, Level 2, Mulinnu</i>
<b>Salary Rate:</b> <i>APS (\$78,075 - \$85,315)</i>
<b>Duration of Contract:</b> <i>3 years</i>

<b>1. PERSONAL DETAILS</b>			
NAME			
DATE OF BIRTH		GENDER	
NATIONALITY			
FAMILY STATUS (DEPENDENTS)			
ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
LANGUAGES			
HOBBIES			
COMMUNITY INVOLVEMENT			

<b>2. ACADEMIC BACKGROUND (Most recent ones first)</b>		
Dates	Institution/Country	Qualification Attained

<b>3. OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)</b>		
Dates	Institution/Country	Programme Title/Theme

<b>4. WORK EXPERIENCE WITH REMUNERATION (Most recent employment first)</b>		
Dates	Employer	Position (briefly list core functions)


**5. PROFESSIONAL AFFILIATIONS/AWARDS**

Dates	Organisation	Member/Award Status

**6. PROFESSIONAL REFEREES (List at least 3)**

Name	Position	Organisation & Contact Details

**7. STATE HOW YOU MEET EACH SELECTION CRITERIA**

<b>CRITERIA 1</b> Must have at least 7 years of relevant experience with at least 4 years as a Prosecutor <b>(ESSENTIAL)</b>	
<b>CRITERIA 2</b> Must be a qualified legal practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa <b>(ESSENTIAL)</b>	
<b>CRITERIA 3</b> Demonstrated ability in the operation and management of legal services and activities particularly in relation to the Criminal Prosecution – District Court Division <b>(ESSENTIAL)</b>	

<p><b>CRITERIA 4</b>          Demonstrated ability to effectively plan for and manage the Section's resources towards the achievement of defined targets and outputs and in accordance with established ethical work standards (<b>ESSENTIAL</b>)</p>	
<p><b>CRITERIA 5</b>          Demonstrated ability to lead and encourage service related reforms for service quality improvements as it pertains to Legal Services – in particular drugs, violent crimes and sexual crimes (<b>ESSENTIAL</b>)</p>	
<p><b>CRITERIA 6</b>          Demonstrated ability in written and oral communications, strategic planning and analytical skills, prosecution skills, computer literacy, mediation skills, decision making and networking skills (<b>ESSENTIAL</b>)</p>	
<p><b>CRITERIA 7</b>          Must have sound knowledge of all relevant legislations governing the work of the Criminal Prosecutions Division and the Office of the Attorney General (<b>ESSENTIAL</b>)</p>	

<b>8. GENERAL INFORMATION</b>	
Computer Literacy (list programmes and level of competency)	
Declaration of close relations to any individual who is currently employed at the Office of the Attorney General. Please list name/s and nature of relationship.	
Discipline Record (list past employment disciplinary cases or criminal convictions, if any)	
Possible start date if successful	

<b>9.</b>	<b>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>
<b>10.</b>	<b>HOW DID YOU LEARN ABOUT THIS POSITION?</b>
<b>11.</b>	<b>CERTIFICATION &amp; AUTHORISATION: All information submitted herewith is true and correct. The Office of the Attorney General has the authority to seek verification of any information provided.</b>
<b>Signature</b>	<b>Date</b>

The following documents must be attached to this Application Form:

- Curriculum Vitae
- Certified Copies of Qualifications

Applicants may attach copies of available Referee reports and other information they wish to provide to support their application

**Attorney General's Office  
Job Description Form**

**Job Title:** Associate Public Prosecutor – District Court

**Division:** Criminal Division

**Salary Rate:** APS (\$78,075 - \$85,315)

**Location of Job:** AGO Office, TATTE Building

**Responsible to the:** Assistant Attorney General Criminal Prosecution (District Court) Division

**Primary Objectives**

- To provide quality legal services and advice on all legal activities particularly in relation to drugs, sexual violation crimes and violent crimes in accordance with the Office of Attorney General's established roles and functions, approved standards, policies and all other relevant legislations so that all outputs and associated targets of the Office of the Attorney General are achieved.

**Duties and Responsibilities**

1. Conduct prosecutions, particularly in relation to drugs, sexual violation and violent crimes;
2. Supervise prosecutors within the Criminal Prosecutions Division as well as lawyers from other divisions who do criminal work in drugs, sexual violation and violent crimes;
3. Assist in continuing legal education and any other training required from time to time within the Criminal Prosecution Division as well as for selected lawyers within Government and Police officers;
4. Assist in drafting proposals for secondment programmes and funding for prosecutors in suitable Commonwealth jurisdictions;
5. Assist in ensuring criminal case management is properly handled, delegated and monitored;
6. Assist in criminal law reforms;
7. Represent the Office of the Attorney General at criminal related meetings or workshops, both locally and internationally;
8. Provide assistance to other legal divisions of the Office of the Attorney General if required;
9. Identify areas requiring improvement within Criminal Prosecution Division: District Court Division and assist in designing systems and procedures to implement such improvements;
10. Provide support to the Assistant Attorney General – District Court in performing their duties and responsibilities and in carrying out their directions;
11. Assist in building a strong, confident and knowledgeable team of lawyers in the Criminal Prosecution – District Courts Division.
12. Contribute to creating an environment where lawyers are able to reach their full potential and fully develop in all areas.

**Selection Criteria**

1. Must have at least 7 years of relevant experience with at least 4 years as a Prosecutor (Essential)
2. Must be a qualified legal practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa (Essential)

3. Demonstrated ability in the operation and management of legal services and activities particularly in relation to the Criminal Prosecution – District Court Division (Essential)
4. Demonstrated ability to effectively plan for and manage the Section’s resources towards the achievement of defined targets and outputs and in accordance with established ethical work standards (Essential)
5. Demonstrated ability to lead and encourage service related reforms for service quality improvements as it pertains to Legal Services – in particular drugs, violent crimes and sexual crimes (Essential)
6. Demonstrated ability in written and oral communications, strategic planning and analytical skills, prosecution skills, computer literacy, mediation skills, decision making and networking skills (Essential)
7. Must have sound knowledge of all relevant legislations governing the work of the Criminal Prosecutions Division and the Office of the Attorney General (Essential)