



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Position Title: <i>Law Clerk- Drafting</i>
Position Code: <i>AT001731</i>
Division: <i>Civil Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>S001-A11 (\$24,991-\$26,683)</i>

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

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

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

4.	WORK EXPERIENCE WITH REMUNERATION (Most recent employment first)		
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

<p>CRITERIA 1 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)</p>	
<p>CRITERIA 2 Solid understanding of the Legislative Drafting process in Samoa (ESSENTIAL)</p>	
<p>CRITERIA 3 Research skills essential, proficiency with Lexis Nexis, Brookersonline and PacLii, and ability to use search engines for legal specific research (ESSENTIAL)</p>	

CRITERIA 4 Demonstrates ability to meet deadlines (ESSENTIAL)	
CRITERIA 5 Ability to work independently without supervision (ESSENTIAL)	
CRITERIA 6 Preferable proficiency in speaking and writing Samoan and English languages (ESSENTIAL)	
CRITERIA 7 Must be able to conduct and produce high quality legal skills & other matters (ESSENTIAL)	

8.	GENERAL INFORMATION
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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	

9.	ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT
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10.	HOW DID YOU LEARN ABOUT THIS POSITION?
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11.	CERTIFICATION & 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.
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Signature	Date

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.

OFFICE OF THE ATTORNEY GENERAL

Job Description Form

Job Title: Law Clerk - Drafting

Division: Legislative Drafting Division

Salary Rate: *S001-A11 (\$24,991-\$26,683)*

Location of Job: AGO Office, TATTE Building

Responsible to the: Assistant Attorney General (Drafting)

Primary Objectives

To provide support and assistance to the Office of the Attorney General in order to ensure that the duties and responsibilities of the position are carried out efficiently and at the highest possible standard

Duties and Responsibilities

1. To assist in the provision of Legislative Drafting and legal advice and representation to the clients of the Office of the Attorney-General which are primarily Government Ministries and Corporation
2. To assist with the various activities of the Legislative Drafting Divisions;
3. To participate fully in all the work of the Legislative Drafting Division and all team efforts to finalise and produce work allocated to the team;
4. To liaise with stakeholders and the public if required to identify any improvements which might assist the process of Legislative Drafting;
5. To participate with the Attorney General and AAG – Legislative Drafting in briefing Parliamentary Select Committees on the Legal aspect of any Legislations under their examination;
6. To undertake such other tasks and responsibilities as required by the Attorney-General or AAG – Legislative Drafting

Selection Criteria

Minimum – completed a law degree:

1. 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;
2. Solid understanding of the Legislative Drafting process in Samoa;
3. Research skills essential, proficiency with Lexis Nexis, Brookersonline and PaLii, and ability to use search engines for legal specific research;
4. Demonstrated ability to meet deadlines;
5. Ability to work independently without supervision
6. Preferable proficiency in speaking and writing Samoan and English languages
7. Must be able to conduct and produce high quality legal skills and other matters