



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Position Title: <i>Principal State Solicitor –Commercial & International Law</i>
Position Code: <i>AT001774</i>
Division: <i>Commercial & International Law Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>A16-A17 (\$47,874 - \$65,386)</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 Minimum Bachelor of Laws and is eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa (Essential) (ESSENTIAL)</p>	
<p>CRITERIA 2 At least 5 years of experience as a Solicitor in the handling of commercial matters and representing Government or similar international organization in international negotiations and meetings (ESSENTIAL)</p>	

<p>CRITERIA 3 Ability to draft and review various legal commercial documents and legal negotiation briefs at a senior level (Essential);</p>	
<p>CRITERIA 4 Has conducted training and mentoring for other lawyers (DESIRABLE)</p>	
<p>CRITERIA 5 Familiar with the procurement systems of Government and other main international donor agencies (ESSENTIAL);</p>	
<p>CRITERIA 6 Demonstrated ability in written and verbal communications, strategic planning and analytical skills, prosecution skills, computer literacy, decisions making and networking skills (ESSENTIAL)</p>	
<p>CRITERIA 7 Must have sound knowledge on the main legislations governing the work of the Commercial & International Law division of the Office of the Attorney General (ESSENTIAL)</p>	
<p>8. GENERAL INFORMATION</p>	
<p>Computer Literacy (list programmes and level of competency)</p>	
<p>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.</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	

Possible start date if successful	
9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT	
10. HOW DID YOU LEARN ABOUT THIS POSITION?	
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.	
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: Principal State Solicitor

Division: Commercial and International Law division

Salary Rate: A16 \$45,594 - \$62,273 p.a

Location of Job: AGO Office, TATTE Building

Responsible to the: Assistant Attorney General - Commercial and International Law

Primary Objectives

To provide support and assistance to the Assistant Attorney General - Commercial and International Law) and the Associate Public Solicitor for Commercial and International Law, in order to ensure that the duties and responsibilities of the position are carried out efficiently and at the highest possible standard and to ensure that objectives for the Commercial and International Law division under the Office's Corporate Plans are met.

Duties and Responsibilities

The Principal State Solicitor will:-

1. Provide principal level of legal advice and representation to the clients of the Office of the Attorney-General.
2. assist or participate in the management of the Office at the highest level and in the place of the Assistant Attorney-General or Attorney-General as required;
3. participate in negotiations relating to any contract agreements, credit facilities and undertakings required of the Government
4. participate in reviewing international legal documents affecting the Government of Samoa
5. participate in international negotiations on behalf of the Office of the AG
6. provide trainings and mentoring for less experienced staff members;
7. prepare legal advices, draft legal contracts, manage client portfolios
8. assist in the development of systems and procedures which improve the delivery of legal services by the Civil Team;
9. liaise with other stakeholders in the law and justice sector to support the achievement of the Law and Justice Sector Plan goals;
10. represent the Office of the Attorney General at national Committees and Boards ; as well as at international level
11. undertake such other tasks and responsibilities as required by the Attorney-General or Assistant Attorney-General, including representing the Office at the national, regional and international level;
12. Contribute to creating an environment where lawyers are able to reach their full potential and fully develop in all areas.

13. supervise team solicitors and take up position of Acting Team Leader in the absence of the Assistant Attorney General

Selection Criteria

1. Minimum Bachelor of Laws and is eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa (Essential)
2. At least 5 years of experience as a Solicitor in the handling of commercial matters and representing Government or similar international organization in international negotiations and meetings (ESSENTIAL)
3. Ability to draft and review various legal commercial documents and legal negotiation briefs at a senior level (Essential);
4. Has conducted training and mentoring for other lawyers (DESIRABLE)
5. Familiar with the procurement systems of Government and other main international donor agencies (ESSENTIAL);
6. Demonstrated ability in written and verbal communications, strategic planning and analytical skills, prosecution skills, computer literacy, decisions making and networking skills (ESSENTIAL)
7. Must have sound knowledge on the main legislations governing the work of the Commercial & International Law division of the Office of the Attorney General (ESSENTIAL)