



**ATTORNEY GENERAL'S OFFICE  
RECRUITMENT & SELECTION  
APPLICATION FORM**

<b>THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:</b>
<b>Position Title: Public Prosecutor (District Court)</b>
<b>Position Code: AT001714</b>
<b>Location: Tofilau Eti Alesana, Building Level 2, Mulinu'u</b>
<b>Salary Rate: A11-A12 (\$28,889 - \$32,305)</b>

<b>1.</b>	<b>PERSONAL DETAILS</b>		
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			

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

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

<b>4.</b>	<b>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**

<p><b>CRITERIA 1</b> Minimum qualification of a Bachelor of Law (LLB) from a recognized institution. <b>(ESSENTIAL)</b></p>	
<p><b>CRITERIA 2</b> Must be admitted to the roll of Barristers and Solicitors of the Supreme Court of Samoa <b>(ESSENTIAL)</b></p>	
<p><b>CRITERIA 3</b> Research skills essential, proficiency with Lexis Nexis, Brookersonline and PacLii and ability to use search engines for legal specific research <b>(ESSENTIAL)</b></p>	
<p><b>CRITERIA 4</b> Effective personal and team work skills <b>(ESSENTIAL)</b></p>	
<p><b>CRITERIA 5</b> Sound knowledge of rules and procedures of Law and Government <b>(ESSENTIAL)</b></p>	
<p><b>CRITERIA 6</b> Demonstrated ability to work independent without supervision <b>(ESSENTIAL)</b></p>	

<b>CRITERIA 7</b> Demonstrated a positive attitude towards court work <b>(ESSENTIAL)</b>	
<b>CRITERIA 8</b> Preferable proficiency in speaking and writing in the Samoan and English languages <b>(ESSENTIAL)</b>	
<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 National Prosecution Office. 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. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	
<b>10. HOW DID YOU LEARN ABOUT THIS POSITION?</b>	
<b>11. CERTIFICATION &amp; AUTHORISATION:</b>	
<b>All information submitted herewith is true and correct. The National Prosecution Office 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:** Public Prosecutor  
**Salary Rate:** A11-A12 (\$28,889 - \$32,305)  
**Location of Job:** Tofilau Eti Alesana Building, Level 2, Mulinu'u  
**Responsible to the:** Principal Public Prosecutor

---

**Primary Objectives**

To provide support and assistance to Senior Public Prosecutor by performing legal analysis, researching and preparing legal files or documents. Public Prosecutor provides assistance in all kinds of legal and administrative matters to the team. They produce draft opinions that serve as the groundwork required by prosecutors. Most common duties are to provide general assistance and to ensure the proper readiness of court files.

**Duties and Responsibilities**

1. Prepare sentencing files, summary of facts, sentencing submissions and victim impact reports as well as appear for sentencing matters
2. Prepare criminal hearings (mainly judge alone trials) and prosecute judge alone trials
3. Prosecute hearings for pre-trials matters such as bail hearings/applications
4. Assist senior public prosecutors in conducting interviews and meetings with complainants, witnesses and police
5. Drafting and researching law for perusal of senior public prosecutors
6. Reviewing pleadings and other legal documents pertinent to court procedures
7. Assist senior public prosecutors for in house and training and police training
8. Maintaining precedents folders and team databases
9. Contribute to creating a positive team environment

**Selection Criteria**

1. Minimum qualification of a Bachelor of Laws (LLB) degree from a recognized Institution
2. Must be admitted to the roll of Barristers and solicitors of the Supreme Court of Samoa
3. Research skills essential, Proficiency with Lexis Nexis, Brookersonline, and PacLii and ability to use search engines for legal specific research
4. Effective personal and team work skills
5. Sound knowledge of rules and procedures of Law and Government.
6. Demonstrated ability to work independently without supervision

7. Demonstrated a positive attitude towards court work
8. Preferable proficiency in speaking and writing Samoan and English languages