



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

**THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:**

**Position Title:** *Senior Public Prosecutor*

**Position Code:** *AT001711*

**Division:** *Criminal Prosecution (District Court)*

**Location:** *Level 2, Maota Tofilau Eti Alesana Building, Mulinu'u*

**Salary Rate:** *A14-A15 (\$39865 - \$44,964)*

**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


<b>6. PROFESSIONAL REFEREES (List at least 3)</b>		
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Name	Position	Organisation & Contact Details

<b>7. STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
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<b>CRITERIA 1</b> Minimum qualification of a Bachelor of Law (LLB) from a recognized institution <b>(ESSENTIAL)</b>	
<b>CRITERIA 2</b> Must be admitted to the roll of Barristers and Solicitors of the Supreme Court of Samoa with a minimum of 2 years working experience <b>(ESSENTIAL)</b>	
<b>CRITERIA 3</b> Must have experience in at least one Court of Appeal hearing <b>(ESSENTIAL)</b>	
<b>CRITERIA 4</b> Demonstrated ability to be a leader <b>(ESSENTIAL)</b>	
<b>CRITERIA 5</b> Must have sound knowledge on the main legislations governing the work of the Criminal Division of the Office of the Attorney General <b>(ESSENTIAL)</b>	
<b>CRITERIA 6</b> Demonstrated ability to meet deadlines <b>(ESSENTIAL)</b>	
<b>CRITERIA 7</b> Ability to work independently without supervision <b>(ESSENTIAL)</b>	
<b>CRITERIA 8</b> Demonstrated a positive attitude towards court work <b>(ESSENTIAL)</b>	
<b>CRITERIA 9</b> Preferable proficiency in speaking and writing in Samoan and English languages <b>(ESSENTIAL)</b>	

<b>8. GENERAL INFORMATION</b>		
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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	
<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: 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.

**OFFICE OF THE ATTORNEY GENERAL**  
**Job Description Form**

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**Job Title:** Senior Public Prosecutor

**Division:** Criminal Prosecution Division (District Court)

**Salary Rate:** A14-A15 (\$39,865 - \$44,964)

**Location of Job:** Level 2, Tofilau Eti Alesana Building, Mulinu'u

**Responsible to the:** Principal Public Prosecutor

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**Primary Objectives**

To provide support and assistance to the Attorney General in the performance of his constitutional functions by providing support and assistance at a senior level to the Assistant Attorney General and Principal Public Prosecutor to ensure that objectives under the Office's Corporate Plan are met.

**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), prosecute judge alone and assessor trials
3. Prosecute hearings for pre-trials matters such as bail hearings/applications
4. Review pleadings and other legal documents pertinent to court procedures
5. Assist team leaders in house and training and police training
6. Contribute to creating a positive team environment
7. Mentor and supervise junior state solicitor's and law clerks
8. In charge of a court diary

**Selection Criteria**

1. Minimum qualification of a Bachelor of Law (LLB) from a recognized institution (ESSENTIAL)
2. Must be admitted to the roll of Barristers and Solicitors of the Supreme Court of Samoa with a minimum of 2 years working experience (ESSENTIAL)
3. Must have experience in at least one Court of Appeal hearing (ESSENTIAL)
4. Demonstrated ability to be a leader (ESSENTIAL)
5. Must have sound knowledge on the main legislations governing the work of the Criminal Division of the Office of the Attorney General (ESSENTIAL)
6. Demonstrated ability to meet deadlines (ESSENTIAL)
7. Ability to work independently without supervision (ESSENTIAL)
8. Demonstrated a positive attitude towards court work (ESSENTIAL)
9. Preferable proficiency in speaking and writing in Samoan and English languages (ESSENTIAL)