



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Position Title: <i>Senior State Solicitor – Commercial & International Law</i>
Position Code: <i>AT0011722</i>
Division: <i>Commercial & International Law Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>A14-A15 (\$39,865 - \$44,964)</i>

1. PERSONAL DETAILS			
NAME			
DATE OF BIRTH		SEX	
NATIONALITY			
FAMILY STATUS (DEPENDENTS)			
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	
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Dates	Organisation	Member/Award Status

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

7.	STATE HOW YOU MEET EACH SELECTION CRITERIA	
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CRITERIA 1 Minimum of 2 years' experience as a Solicitor. (ESSENTIAL)	
CRITERIA 2 Minimum qualification of a Bachelor of Laws (LLB) degree from a recognized Institution (ESSENTIAL)	
CRITERIA 3 Must be admitted (or eligible to be admitted) to the roll of Barristers and Solicitors of the Supreme Court of Samoa with at least 2 years recent commercial & international law work. (ESSENTIAL)	

<p>CRITERIA 4 Ability to draft and review various legal commercial documents and legal negotiation briefs at a senior level. (ESSENTIAL)</p>	
<p>CRITERIA 5 Has provided or contributed to solicitor training and mentoring on a range of topics and has a commitment to continuing legal education (DESIRABLE)</p>	
<p>CRITERIA 6 Demonstrated a positive attitude towards court work (ESSENTIAL)</p>	
<p>CRITERIA 7 Must have a sound knowledge of all relevant legislations governing the work of the Commercial & International Law division and 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>	
<p>Possible start date if successful</p>	
<p>9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</p>	
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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: Senior State Solicitor

Division: Commercial & International Law division

Salary Rate: A14 – A15 \$37,967- \$42,823

Location of Job: Level 6, AGO Office, TATTE Building

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

Primary Objectives

To provide support and assistance to the Assistant Attorney General in the performance of the constitutional functions by providing support and assistance to ensure that objectives for the Commercial & International Law team under the Office’s Corporate Plan are met.

Duties and Responsibilities

1. To provide a senior level of legal advice and representation to the clients of the Office of the Attorney General.
2. To assist and participate in negotiations relating to any contract agreements, credit facilities and undertakings required of the Government
3. To assist in providing quality opinions on and reviews or draft of international documents including conventions, treaties, bilateral and multilateral agreements etc.
4. To assist in providing trainings and mentoring for less experienced staff members;
5. To assist in the development of systems and procedures which improve the delivery of legal services by the Commercial & International Law team;
6. To liaise with other stakeholders in the law and justice sector to support the achievement of the Law and Justice Sector Plan goals;
7. To 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;
8. Contribute to creating an environment where lawyers are able to reach their full potential and fully develop in all areas.

Selection Criteria

1. Minimum of 2 years’ experience as a Solicitor (ESSENTIAL).

2. Minimum qualification of a Bachelor of Laws (LLB) degree from a recognized Institution. (ESSENTIAL).
3. Must be admitted (or eligible to be admitted) to the Roll of Barristers & Solicitors of the Supreme Court of Samoa with at least 2 years recent commercial & international law work.. (ESSENTIAL).
4. Ability to draft and review various legal commercial documents and legal negotiation briefs at a senior level (ESSENTIAL).
5. Has provided or contributed to solicitor training and mentoring on a range of topics and has a commitment to continuing legal education (ESSENTIAL).
6. Demonstrated a positive attitude towards court work. (ESSENTIAL).
7. Must have a sound knowledge of all relevant legislations and Acts governing the work of the Commercial & International Law division and the Office of the Attorney General. (ESSENTIAL).