



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

<b>THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:</b>
<b>Position Title:</b> <i>State Solicitor – Commercial &amp; International Relations</i>
<b>Position Code:</b> <i>AT001726</i>
<b>Division:</b> <i>Civil Division</i>
<b>Location:</b> <i>OAG, TATTE Building, Level 6</i>
<b>Salary Rate:</b> <i>A11-A12 (\$28,889 - \$32,305)</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)


<b>5.</b>	<b>PROFESSIONAL AFFILIATIONS/AWARDS</b>
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Dates	Organisation	Member/Award Status

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

<b>7.</b>	<b>STATE HOW YOU MEET EACH SELECTION CRITERIA</b>
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<b>CRITERIA 1</b> Minimum qualification of a Bachelor of Laws (LLB) degree from a recognized Institution (ESSENTIAL)	
<b>CRITERIA 2</b> Must be admitted to the roll of Barristers and solicitors of the Supreme Court of Samoa (ESSENTIAL)	
<b>CRITERIA 3</b> Research skills essential, Proficiency with Lexis Nexis, Brookersonline, and PacLii and ability to use search engines for legal specific research (ESSENTIAL)	
<b>CRITERIA 4</b> Effective personal and team work skills (ESSENTIAL)	

<b>CRITERIA 5</b> Sound knowledge of rules and procedures of Law and Government (ESSENTIAL)	
<b>CRITERIA 6</b> Demonstrated ability to work independently without supervision (ESSENTIAL)	
<b>CRITERIA 7</b> Demonstrated a positive attitude towards court work (ESSENTIAL)	
<b>CRITERIA 8</b> Preferable proficiency in speaking and writing Samoan and English languages (ESSENTIAL)	
<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 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:</b>	
<b>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**

**Job Title:** State Solicitor

**Division:** Commercial & International Law Division

**Salary Rate:** A11-A12 (\$28,889 - \$32,305)

**Location of Job:** AGO Office, TATTE Building

**Responsible to the:** Chief Public Solicitor/Assistant Attorney General (Civil)

**Primary Objectives**

To provide support and assistance to the Assistant Attorney-General, 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 & International Law division under the Office's Corporate Plan are met.

**Duties and Responsibilities**

1. To provide a legal research as requested by the Assistant Attorney General or Attorney General.
2. To provide legal advice and representation as requested from the Assistant Attorney General
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 prepare and review contract and other agreements and participate in evaluations as the representative of the Attorney General
5. To assist and participate fully in all the work of the Commercial & International Law division and all team efforts to finalize and produce work allocate to the division
6. To undertake such other tasks and responsibilities as required by the Attorney General or Assistant Attorney General, including any corporate or administrative task
7. Contribute to creating an environment where lawyers are able to reach their full potential and fully develop in all areas.
8. Maintaining precedents folders and team database

## **Selection Criteria**

1. Minimum qualification of a Bachelor of Laws (LLB) degree from a recognized institution
2. Must be admitted or eligible to 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 PaLii 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