

SECTION 4: Training History

<i>Courses relevant to Selection Criteria ONLY</i>	<i>Institution/Country</i>	<i>Dates</i>

SECTION 5: Employment History

Current / Most Recent Position

<i>Employer's Name:</i>	<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff:</i>
<i>Main Responsibilities:</i>		

Next Previous Position

<i>Employer's Name:</i>	<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff:</i>
<i>Main Responsibilities:</i>		

Next Previous Position

<i>Employer's Name:</i>	<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff:</i>
<i>Main Responsibilities:</i>		

Next Previous Position

<i>Employer's Name:</i>	<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff:</i>
<i>Main Responsibilities:</i>		

SECTION 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manager responsible, set out below are the criteria (Merit Factors) that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. indicate aspects of their work experience which indicate their ability to satisfy each Merit Factor in executing the duties specified in the Job Description
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant)

Note: If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this Application Form.

No	MERIT FACTORS:
1.	SKILLS AND ABILITIES (ESSENTIAL) <ul style="list-style-type: none"> ▪ Strategic Thinking ▪ Building relationships ▪ Delivers / achieves results/outcomes
2.	PERSONAL ATTRIBUTES (ESSENTIAL) <ul style="list-style-type: none"> ▪ Integrity and Honesty ▪ Commitment & Personal Drive ▪ Intellect and Judgment ▪ Creative and Innovative
3.	EXPERIENCE AND PAST WORK PERFORMANCE (ESSENTIAL)
4.	QUALIFICATIONS (ESSENTIAL)

SECTION 7: Computer Skills & Competency

Indicate competency level for each Application

Competency level code: 1=no knowledge; 2=basic knowledge; 3=good knowledge; 4=strong/advanced capabilities

Main Applications:	Competency level:	Other Systems:	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms PowerPoint		Other (specify)	
e-mail		Other (specify)	

SECTION 8: Knowledge of Languages

For Languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills	Indicate your mother tongue by ticking a box below	Speak	Read	Write
CODE: 1. Limited conversation, reading of	<i>Samoan:</i>			

<i>newspapers, routine correspondence</i>				
2. <i>Engage freely in discussions, read and write more difficult materials</i>	<i>English:</i>			
3. <i>Speak, read and write (nearly) as well as mother tongue.</i>	<i>Other (specify)</i>			

SECTION 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceeding against you? (Please TICK appropriate box)	NO	YES
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If YES, please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

SECTION 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of THREE Referees.

<i>Referee Name:</i>	<i>Designation:</i>	<i>Address / Contact Numbers:</i>

SECTION 11: Declaration of Close Relatives

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry/Office to which you are applying? (Please TICK the appropriate box)	NO	YES
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If YES, please provide Name(s) of your relation(s) and state nature of relationship

SECTION 12: Community Status

Outside the work environment, do you hold any positions (including Matai Titles) associated with community services, and if so, please list:

SECTION 13: Certification and Authorisation

I hereby certify that the information given in my Application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Ministry/Office to undertake and necessary checks to confirm the information provided by me.

Signature:

Date:

Office of the Attorney General

JOB DESCRIPTION

Position	<i>Assistant Attorney General – Criminal Prosecution: Supreme Court</i>
Ministry	Attorney General’s Office
Division	Criminal Prosecution (Supreme Court) Division
Salary Rate	ACEO \$84,048 - \$91,800
Location of Job	OAG, TATTE Building, Level 6.
Responsible To	Attorney General

Position Purpose

The position’s main purpose is to assist the Attorney General in achieving these **core functions** of the Attorney General’s Office that includes:

- (a) to conduct prosecution of offences as required pursuant to the applicable prosecutions guidelines;
 - (b) to conduct (including to conduct as respondent) any appeals relating to prosecution of offences;
 - (c) to review and advise on criminal matters relating specifically to the Supreme Court;
 - (d) to conduct proceedings relating to proceeds of crime matters under the Proceeds of Crime Act 2007 or any other enactment;
 - (e) to conduct any ancillary proceedings, including case stated relating to criminal proceedings or the functions of the Office under the Attorney General’s Act 2013 or any other enactment;
 - (f) to assist the Attorney General’s District Court Criminal Division in a co-operative manner, creating a working relationship to assist with work sharing both divisions workloads;
 - (g) to assist in carrying out other functions conferred under the Attorney General’s Act 2013 or any other enactment or as are prescribed by regulations.
 - (h) establish template submission documents for the office to utilise, in a format that allows ongoing use of the document by team members, for regular appearances, such as sentences, pre-trials, and all required interlocutory hearings.
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Duties/Responsibilities

General

- To conduct prosecution of offences, appeals and perform functions outlined under the Attorney General's Act 2013 and the Constitution;
- Provide high quality legal advice on prosecution matters relating to the Supreme Court to the Attorney General;
- Deliver targets and / or objectives set for the Division;
- Implement, monitor and report on the Performance Management System of the Division;
- Lead, maintain and ensure the provision of quality legal prosecution services to the Government;
- Attend meetings (both local and overseas) as required from time to time;
- Assist in submitting the Annual Report on the operations of the Attorney General's Office no later than 3 months after the end of each financial year;
- Perform all duties set out Public Finance Management Act 2001.
- Act as the Attorney General when the Attorney General is away on office trips or on leave from the office.

Position Specific

- Lead, undertake and manage the core functions and work of the Division in order to foster quality assurance and ethical standards of all services and ensure the provision and presentation of well prepared accurate and practical legal advice
- Oversee the accuracy and timely dissemination of legal advice on criminal matters and relevant information as well as liaise with all Government Ministries and stakeholders in identifying areas requiring improvement in the delivery of Government's legal services at the direction of the Attorney General
- Develop and implement the Division's Strategic Management Plan and Capability Plan in support of the Office of the Attorney General Office's strategic policy directions
- Monitor and provide investigations and prosecutions training to Police and other Government Ministries with offence provisions in their respective legislation
- Undertake criminal prosecution of offences in the Supreme Court where the Attorney General deems necessary and where requested by the Commissioner of Police
- Advise the Attorney General on the management of the Division's development work and progress through regular verbal and written reports
- Provide strategic policy advice on all criminal investigations and prosecutions in relations to the Supreme Court
- Identify critical concerns for policy development and strategic advice focusing on the preparation of guidelines, policies and protocols in particular on criminal investigations and prosecutions and international crime issues
- Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all Supreme Court criminal investigations and prosecution services and activities
- Assist the Attorney General's District Court Criminal Division in a co-operative manner, creating a working relationship to assist with work sharing both divisions workloads
- Manage the allocation and be accountable for all physical resources of the Division

- Identify priority budgetary requirements for the Division’s annual submission of performance measures and budgetary provisions and manage the Division’s finances in line with prevailing policies and mandates
- To provide support to the other teams in the Office as and when directed by the Attorney General
- Identify and recommend legislative or law reviews in the area of criminal law
- Develop international network of prosecutors to support and assist the criminal division if the Attorney General’s Office.

Position Specific competencies

Skills & Abilities	
<i>Strategic Thinking</i>	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the organization and inspires a sense of shared purpose and direction. ▪ Drives the organization’s vision and long-term direction to achieve government and agency objectives and ensure improved services to the community. ▪ Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions. ▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the organisation.
<i>Building relationships</i>	<ul style="list-style-type: none"> ▪ Drives a culture of collaboration, participation and values diverse viewpoints to enhance operations. ▪ Recognizes importance of consultation, stakeholder engagement and fostering teamwork. ▪ Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement. ▪ Empowers, mentors and engages in activities to sustain morale. ▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.
<i>Achieves results</i>	<ul style="list-style-type: none"> ▪ Drives activities that support organizational sustainability, operational efficiency and flexible resource management. ▪ Engenders a culture of accountability and transparency. ▪ Optimizes professional expertise to improve overall performance and delivery of organizational & Divisional outcomes. ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change. ▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations. ▪ Drives an efficient and effective system of reporting progress and evaluation results.
Personal Attributes	
<i>Integrity and Honesty</i>	<ul style="list-style-type: none"> ▪ Provides impartial and forthright advice. ▪ Models high standard of ethics and probity. ▪ Is widely trusted and seen as a direct, truthful and courageous individual.

<i>Commitment & Personal Drive</i>	<ul style="list-style-type: none"> ▪ Serves the Government of the day irrespective of personal preferences. ▪ Exemplifies integrity and personifies the Samoan Public Service Values
<i>Intellect and Judgment</i>	<ul style="list-style-type: none"> ▪ Displays personal commitment to the purpose and philosophy of the public service as seen through personal drive, focus and energy. ▪ Takes responsibility and initiates timely action to resolve issues. ▪ Is prepared to make tough corporate decisions to achieve desired outcomes. ▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken. <ul style="list-style-type: none"> ▪ Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting whole-of-government agenda and impacts on the organization. ▪ Shows levels of high analytical, conceptual and innovative thinking. ▪ Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance organizational performance. ▪ Anticipates implications and applies effective judgment to develop solutions.

Experience Level

Compulsory criteria

- (a) The person must have at least 5 years of practise in criminal law
- (b) The person must have at least 3 years of practise as a prosecutor
- (c) The person must have experience in prosecution of murder and sexual violation as lead counsel with assessor/jury trials as well as experience in prosecution of complicated fraud, drug raids and appeals in the court of appeal as lead counsel (at least 10 cases of each category listed and at least 15 appeal matters)
- (d) The person must have experience in leadership and management.

Beneficial criteria

- (a) The person to have a good understanding of court procedures in Samoa
- (b) The person to have a good understanding of the development of policy, vision and strategic planning
- (c) The person to have experience in proceeds of crime, mutual legal assistance in criminal matters, and inquest hearings
- (d) The person to have a good understanding of the relevant laws in Samoa related to the functions of the Attorney General's Office
- (e) The person must have experience in undertaking prosecutions in the Supreme Court and to appear before the Court of Appeal in Criminal Appeals.