



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Position Title: <i>Legal Consultant</i>
Position Code: <i>AT001738</i>
Division: <i>Criminal Prosecution Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>A18/1 \$72,877 – A19/1 \$82,026</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)

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>CRITERIA 1 Must have at least 5 years of relevant experience with at least 4 years as a Prosecutor (Essential)</p>	
<p>CRITERIA 2 Must be a qualified legal practitioner from a recognized tertiary institution eligible and currently a member of the Roll of Barristers and Solicitors of the Supreme Court of Samoa (Essential)</p>	
<p>CRITERIA 3 Demonstrated ability to undertake customer-based research and identify needs clearly in relation to Legal Services and activities pertaining to all aspects of criminal matters. (Essential)</p>	

<p>CRITERIA 4 Demonstrated ability in the operation and management of legal services and activities particularly in relation to the Attorney General's Office (Essential)</p>	
<p>CRITERIA 5 Demonstrated ability to effectively plan for and manage the Prosecution team resources towards the achievement of defined targets and outputs and in accordance with established ethical work standards (Essential)</p>	
<p>CRITERIA 6 Demonstrated ability to lead and encourage service-related reforms for service quality improvements as it pertains to Legal Services particularly to all aspects of criminal law. (Essential)</p>	
<p>CRITERIA 7 Demonstrated ability in written and oral communications, strategic planning and analytical skills, prosecution skills, computer literacy, mediation skills, decision making and networking skills (Essential)</p>	
<p>CRITERIA 8 Must have sound knowledge of all relevant legislations governing the work of the Attorney General's Office (Essential)</p>	
8.	GENERAL INFORMATION
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	
9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT	
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: Legal Consultant

Division: Criminal Prosecution Division

Salary Rate: A18/1-A19/1 \$72,877 - \$82,026

Location of Job: TATTE Building, Level 6

Responsible to the: Assistant Attorney General (Criminal Prosecutions Division)

Primary Objectives

To provide quality legal services and advice on all legal activities, particularly in relation to all aspects of criminal matters, in accordance with the Attorney General's Office established roles and functions, approved standards, policies and all other relevant legislations so that all outputs and associated targets of the Attorney General's Office mandate and corporate plan are achieved

Duties and Responsibilities

1. Conduct prosecutions and assist in managing prosecution process including strategic planning, filing motion, researching legal principles, preparing witnesses and evidence, making argument during trials and drafting sentencing and recommendations.
2. Supervise prosecutors within the office and ensure their allocated matters are up to date.
3. Ensure criminal case management is properly handled, delegated and monitored;
4. Assist in criminal law reforms and reviewing the cases submitted by Police and make decisions whether or not to pursue charges.
5. Represent the Attorney General's Office at criminal related meetings or workshops, both locally and internationally;
6. Assist in drafting proposals for secondment programmes and funding for prosecutors in suitable Commonwealth jurisdictions;
7. Provide assistance to other legal divisions if required.
8. Identify areas requiring improvement within Criminal Prosecution Division and assist in designing systems and procedures to implement such improvements;
9. Provide support to the Assistant Attorney General and Attorney General in performing their duties and responsibilities and in carrying out their directions;
10. Assist in building a strong, confident and knowledgeable team of lawyers in the office;
11. Contribute to creating an environment where lawyers are able to reach their full potential and fully develop in all areas.

Selection Criteria

1. Must have at least 5 years of relevant experience with at least 4 years as a Prosecutor (Essential)
2. Must be a qualified legal practitioner from a recognized tertiary institution eligible and currently a member of the Roll of Barristers and Solicitors of the Supreme Court of Samoa (Essential)
3. Demonstrated ability to undertake customer-based research and identify needs clearly in relation to Legal Services and activities pertaining to all aspects of criminal matters. (Essential)
4. Demonstrated ability in the operation and management of legal services and activities particularly in relation to the Attorney General's Office (Essential)
5. Demonstrated ability to effectively plan for and manage the Prosecution team resources towards the achievement of defined targets and outputs and in accordance with established ethical work standards (Essential)
6. Demonstrated ability to lead and encourage service-related reforms for service quality improvements as it pertains to Legal Services particularly to all aspects of criminal law. (Essential)
7. Demonstrated ability in written and oral communications, strategic planning and analytical skills, prosecution skills, computer literacy, mediation skills, decision making and networking skills (Essential)
8. Must have sound knowledge of all relevant legislations governing the work of the Attorney General's Office (Essential)