



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

<b>THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:</b>
<b>Position Title:</b> <i>Principal State Solicitor –Commercial &amp; International Law</i>
<b>Position Code:</b> <i>AT001774</i>
<b>Division:</b> <i>Commercial &amp; International Law Division</i>
<b>Location:</b> <i>OAG, TATTE Building, Level 6</i>
<b>Salary Rate:</b> <i>L17/1 – L17/4 \$65,869 - \$73,504 per annum</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. PROFESSIONAL AFFILIATIONS/AWARDS</b>		
Dates	Organisation	Member/Award Status

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

<b>7. STATE HOW YOU MEET EACH SELECTION CRITERIA</b>	
<b>CRITERIA 1</b> Must have a Bachelor of Laws (“LLB”) from a recognised tertiary institution and is a registered member of the Samoa Law Society ( <b>Essential</b> );	
<b>CRITERIA 2</b> At least 5 years work experience as a lawyer ( <b>Essential</b> ) with some experience in commercial and/or international law ( <b>Desirable</b> );	
<b>CRITERIA 3</b> Understands the legislative mandate for the OAG and Government procurement ( <b>Essential</b> );	
<b>CRITERIA 4</b> Demonstrated experience in preparing sound legal advice at a senior level ( <b>Essential</b> );	

<p><b>CRITERIA 5</b> Has working knowledge of the Government's Procurement and Operating Manual ("POM") and is familiar with international donors' procurement policies and/or practices (<b>Essential</b>);</p>	
<p><b>CRITERIA 6</b> Demonstrated experience in preparing and reviewing contracts at a senior level (<b>Essential</b>);</p>	
<p><b>CRITERIA 7</b> Excellent leadership skills with demonstrated experience (<b>Essential</b>);</p>	
<p><b>CRITERIA 8</b> Is able to work unsupervised but can also work in a team when required (<b>Desirable</b>);</p>	
<p><b>CRITERIA 9</b> Has a positive outlook and is willing to learn new things (<b>Desirable</b>);</p>	
<p><b>CRITERIA 10</b> Has great communication skills and demonstrated experience in meeting tight deadlines (<b>Essential</b>).</p>	
<b>8. GENERAL INFORMATION</b>	
<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>	
<b>9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	

<b>10.</b>	<b>HOW DID YOU LEARN ABOUT THIS POSITION?</b>
<b>11.</b>	<b>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**

**Job Title:** Principal State Solicitor  
**Division:** Commercial and International Law Division (“CILD”)  
**Salary Rate:** L17/1-L17/4 **\$65,869 - \$73,804** p.a  
**Location of Job:** Tui Atua Tupua Tamasese Efi (“TATTE”) Building, Level 6  
**Responsible to the:** Assistant Attorney General (“AAG”) CILD

**Primary Objectives**

To support and assist the AAG CILD at a senior level by providing efficient and quality legal services.

**Duties and Responsibilities**

1. Provide sound legal advice at a senior level based on thorough legal research;
2. Senior level representation of the Office of the Attorney General (“OAG”) on instructions from the Attorney General (“AG”), AAG CILD or Associate Public Solicitor (“APS”);
3. Prepare and thoroughly review contracts (commercial and international) that are referred to the OAG for legal review and clearance;
4. Assist the AAG CILD in international negotiations and meetings on behalf of the Government as instructed by the AG from time to time;
5. Attend tender evaluation meetings and contact negotiations as may be directed by the AAG CILD;
6. Assist the AAG CILD and/or APS to provide trainings and mentoring for junior lawyers;
7. Actively identify areas of improvement for the timely delivery of services as may be directed by the AAG CILD;
8. Assist in the management of the Division in place of the AAG CILD if and when required; and
9. Undertake any other duties as may be required by the AG or AAG CILD.

**Selection Criteria**

1. Must have a Bachelor of Laws (“LLB”) from a recognised tertiary institution and is a registered member of the Samoa Law Society (**Essential**);
2. At least 5 years work experience as a lawyer (**Essential**) with some experience in commercial and/or international law (**Desirable**);
3. Understands the legislative mandate for the OAG and Government procurement (**Essential**);

4. Demonstrated experience in preparing sound legal advice at a senior level (**Essential**);
5. Has working knowledge of the Government's Procurement and Operating Manual ("POM") and is familiar with international donors' procurement policies and/or practices (**Essential**);
6. Demonstrated experience in preparing and reviewing contracts at a senior level (**Essential**);
7. Excellent leadership skills with demonstrated experience (**Essential**);
8. Is able to work unsupervised but can also work in a team when required (**Desirable**);
9. Has a positive outlook and is willing to learn new things (**Desirable**); and
10. Has great communication skills and demonstrated experience in meeting tight deadlines (**Essential**).