



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Contract Position Title: <i>Associate Public Solicitor – Civil Litigations and Opinions</i>
Position Code: <i>AT001783</i>
Division: <i>Civil Litigations and Opinions</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>APS \$84,486 - \$92,320</i>
Duration of Contract: <i>3 years</i>

1. PERSONAL DETAILS			
NAME			
DATE OF BIRTH		GENDER	
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

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 be a qualified legal practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa (ESSENTIAL)</p>	
<p>CRITERIA 2 At least 5 years of experience as a Solicitor with at least 3 years recent experience in the handling of civil proceedings in Court (ESSENTIAL)</p>	
<p>CRITERIA 3 Demonstrated ability to undertake civil proceedings and appeals in the Supreme Court and Court of Appeal at a senior level (ESSENTIAL)</p>	

<p>CRITERIA 4 Demonstrated ability in the provision of strategic policy and legal advice (ESSENTIAL)</p>	
<p>CRITERIA 5 Demonstrated ability in the management of all civil files and cases (ESSENTIAL)</p>	
<p>CRITERIA 6 Demonstrated ability to effectively plan for and manage resources to achieve defined targets/outputs in line with established ethical work standards (ESSENTIAL)</p>	
<p>CRITERIA 7 Demonstrated ability to constantly assess and review the delivery of all civil services and make appropriate recommendations for improvements pertaining to civil matters and its contribution to the achievement of the Office’s targets and outputs as set out in its mandate and Corporate and Management Plans (ESSENTIAL)</p>	
<p>CRITERIA 8 Must have sound knowledge of all relevant policies and legislation necessary for the provision of well-reasoned, technically accurate and practical legal advice within the required time frames (DESIRABLE)</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>	

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: Associate Public Solicitor – Civil Litigations and Opinions

Division: Civil Litigations and Opinions

Salary Rate: APS \$84,486 - \$92,320

Location of Job: AGO Office, TATTE Building

Responsible to the: Assistant Attorney General – Civil Litigation and Opinions

Primary Objectives

- To ensure the conduct of civil proceedings are undertaken according to the highest professional and ethical standards and directions of the Attorney General;
- To provide strategic advice to the Attorney General based on thorough research and quality analysis and that the outputs and associated targets for the Civil Litigations and Opinions Division are achieved to the highest possible standards in accordance with the Office’s mandate and current Corporate and Management Plans.

Duties and Responsibilities

1. Assist the Assistant Attorney General – Civil Litigation and Opinions in leading, undertaking and managing the core functions and work of the Division, namely civil litigation and providing quality legal opinions, 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
2. Assist in overseeing the accuracy and timely dissemination of legal advice on civil 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
3. Assist in developing and implementing the Division’s Strategic Management Plan and Capability Plan in support of the Attorney General’s Office strategic policy directions
4. Assist in monitoring and providing legal training and support to lawyers within the Division and other Government Ministries with offence provisions in their respective legislation
5. Undertake civil litigation involving Government
6. Advise the Assistant Attorney General – Civil Litigation and Opinions on the management of the Division’s development work and progress through regular verbal and written reports
7. Provide strategic policy advice on all civil matters
8. Assist in identifying critical concerns for policy development and strategic advice focusing on the preparation of guidelines, policies and protocols in particular on civil issues
9. Assist the Assistant Attorney General – Civil Litigation and Opinions in managing the allocation and be accountable for all physical resources of the Division
10. Assist in identifying priority budget 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

Selection Criteria

1. Must be a qualified legal practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa **(Essential)**
2. At least 5 years of experience as a Solicitor with at least 3 years recent experience in the handling of civil proceedings in Court **(Essential)**
3. Demonstrated ability to undertake civil proceedings and appeals in the Supreme Court and Court of Appeal at a senior level **(Essential)**
4. Demonstrated ability in the provision of strategic policy and legal advice **(Essential)**
5. Demonstrated ability in the management of all civil files and cases **(Essential)**
6. Demonstrated ability to effectively plan for and manage resources to achieve defined targets/outputs in line with established ethical work standards **(Essential)**
7. Demonstrated ability to constantly assess and review the delivery of all civil services and make appropriate recommendations for improvements pertaining to civil matters and its contribution to the achievement of the Office's targets and outputs as set out in its mandate and Corporate and Management Plans **(Essential)**
8. Must have sound knowledge of all relevant policies and legislation necessary for the provision of well-reasoned, technically accurate and practical legal advice within the required time frames **(Desirable)**