

Opening Date: 28 June 2023
Closing Date: 12 July 2023
Location: Tortola
Vacancy Notice No. JLSC 6 of 2023
Job Classification: Grade 8
Ministry/Department/Unit: Office of the Director of Public Prosecutions
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$26,492-\$29,776 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Paralegal I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide administrative and legal support and advice to the legal counsel in an efficient and professional manner.

MAIN RESPONSIBILITIES

1. Provide administrative and specialised support to the Director of Public Prosecutions and Counsel.
2. Perform the following activities as directed to support the operations of the Department in a timely and professional manner:
 - a. Conducts legal research for the Director of Public Prosecutions and Counsel upon request.
 - b. Assist with drafting legal documents, writing legal opinions and rendering advice in a timely manner.
 - c. Vets police files for accuracy, review full case and ensure consistency; and prepares vetting forms.
 - d. Prepares court bundles.
 - e. Sits on assigned committees (internal and external), prepares briefing notes for the Director of Public Prosecutions and the Principal Crown Counsel; provides information and research for the committee.
 - f. Liaises between the police prosecution and trial counsel.
 - g. Sits in on witness interviews for transparency in accordance with legal practice and provides follow-up action.
 - h. Corresponds with accused's counsel as necessary.

BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Legal Studies
- One (1) year related experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable statutes and statutory interpretation
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure
- Good legal research skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Judicial and Legal Services Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.