

**Opening Date:** 20 November 2023  
**Closing Date:** 04 November 2023  
**Location:** Tortola  
**Vacancy Notice No.** JLSC 7 of 2023  
**Job Classification:** Grade 13  
**Ministry/Department/Unit:** Office of the Director of Public Prosecutions  
**Position Details:** Contractual or Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary will be commensurate with qualifications and experience. The salary range is **\$42,486 – \$49,071** and applicable allowances. A tax-free gratuity, housing allowance and reallocation allowance applicable to contracted candidates.

## JOB VACANCY NOTICE Crown Counsel

Government of the Virgin Islands



### ROLE SUMMARY

The role of Crown Counsel provide legal advice as well as prosecute cases in order to maintain the integrity of the legal system in a professional manner.

### MAIN RESPONSIBILITIES

1. Serve as Counsel in the Courts and assist Senior Officers during trials in order to maintain the activities of the Court.
2. Prepare cases, draft charges and arguments, letters, opinions and legal documents as well as instruct on the preparation, filing and service of these documents to ensure effective and efficient administrative management within the department.
3. Vet Police files for prosecution.
4. Provide written legal advice to Commissions, Government Ministries and Departments, and attend meetings to provide immediate oral advice on legal matters as required in order to provide timely and professional information.
5. Attend/Participate in relevant workshops and seminars and assist with presentations when requested in order to represent the Department and ensure awareness of up-to-date legislation, knowledge and information.
6. Undertake general legal assignments including the drafting and/or vetting of legal matters.
7. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manage your time effectively
2. Develop the trust and support of colleagues and stakeholders
3. Ensure products and services meet quality, including requirements
4. Provide information and advice to others
5. Manage self to model behaviour and professional development
6. Ensure compliance with legal, regulatory, ethical and social requirements
7. Communicate and influence effectively
8. Obtain and analyse information for decision-making

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment
- Extended working hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws Degree or equivalent
- Bar Professional Training Course Certificate (BPTC)
- Admitted to the BVI Bar or imminent Call or other common law Bar qualifications
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable statutes and statutory interpretation
- Excellent knowledge and experience in criminal prosecutions
- Sound knowledge of the use of standard office equipment and computer applications
- Sound legal research skills
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work under pressure

### 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**  
**Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*