

**Opening Date:** 11 January 2018

**Closing Date:** 26 January 2018

**Location:** Tortola

**Vacancy Notice No.** JLSC 01/2018

**Job Classification:** Grade 15

**Ministry/Department/Unit:** Office of the Director of Public Prosecutions

**Position Details:** Established position

**Employment Type:** Full-time

**Remuneration/Benefits:** Salary ranges from \$51,069 – \$81,146. Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE Senior Crown Counsel

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will 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 Senior Counsel in the Courts and assist Senior Officers during criminal 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 manage the preparation, filing and service of documents.
3. Prepare outgoing letters of request for legal assistance in criminal matters and advise on incoming letters of request for legal assistance in criminal matters when required.
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 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. Undertakes general legal assignments including the drafting and/or vetting of legal matters.
7. Prepare for adjudication of matters, negotiate amicable settlements: contract or court.
8. Serve on various committees as required.
9. Supervise and lead Crown Counsel in the management of cases.
10. 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 relationships across the organization
2. Provide leadership for the organization
3. Encourage innovation in the organization
4. Communicate and influence effectively
5. Ensure compliance with legal, regulatory, ethical and social requirements
6. Manage your own resources, development and networks
7. Obtain and analyse information for critical decision-making

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment
- Extended work 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
- Seven (7) to eight (8) years post qualification experience
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge and experience in criminal prosecutions
- Excellent knowledge of applicable statutes and statutory interpretation
- Excellent knowledge of and experience in Court proceedings
- Ability to master and interpret legislation
- Sound knowledge of the use of standard office equipment and computer applications
- Ability to communicate clearly and concisely in writing and verbally
- Sound analytical, negotiating, interpersonal and organisational skills
- Ability to work under pressure
- Sound 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 Service Commission  
c/o Department of Human Resources  
Central Administration Complex**

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

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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

**Road Town, Tortola VG 1110**  
**British Virgin Islands**  
Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

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.*