

**Opening Date:** 10 January 2020  
**Closing Date:** 10 February 2020  
**Location:** Tortola  
**Vacancy Notice No.** JLSC 02 of 2019  
**Job Classification:** Grade 20  
**Ministry/Department/Unit:** Attorney General's Chambers  
**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 **\$88,794 – \$116,324** and applicable allowances. A tax-free gratuity, housing allowance and reallocation allowance applicable to contracted candidates.

## JOB VACANCY NOTICE Attorney General

Government of the Virgin Islands



### ROLE SUMMARY

The role of Attorney General serves as the principal legal adviser to the Government as established by the Constitution, and has the overall responsibility for all aspects of civil litigation. Manages the day-to-day administration and activities of the Attorney General's Chambers.

### MAIN RESPONSIBILITIES

1. Ensures the smooth and efficient operation of the Department and the supervision of staff.
2. Serves as the principal legal adviser to the Government on constitutional matters and all other issues relating to the law or having legal implications.
3. Represents the Crown in all civil proceedings relating to or affecting the Crown.
4. Serves as a Member of the Cabinet, National Security Council and the Prerogative of Mercy Committee and advises Cabinet as may be necessary in its decision-making process.
5. Serves as an Ex-Officio of the House of Assembly, Pilots Bills and renders advice on legal issues arising with respect to the proceedings of the House of Assembly and other matters relating thereto.
6. Negotiates contracts for and on behalf of the Government.
7. Represents and defends the Government in international fora on matters affecting the Territory's interests, particularly in the financial services field.
8. Maintains within the Chambers oversight on the assignment and execution of work emanating from other Government Ministries and Departments.
9. Serves as the Territory's central authority in the processing of mutual legal assistance matters.
10. Liaises with the Governor and the Commissioner of Police on security matters to stem the spread of crime in the Territory.
11. Provides guidance on legislative matters, including the formulation and drafting of legislation.
12. Performs functions given to the Attorney General by statutes.
13. Serves as the Accounting Officer for the Attorney General's Chambers.
14. Prepares and manages the Department's Annual Budget.
15. Ensures the preparation and submission of Performance Planning and Appraisal Report for all staff.
16. Develops and implements strategic plans.
17. Performs any other related duties as required by the Governor or Deputy Governor in order to contribute to the effectiveness and efficiency of the Department.

### BEHAVIOURAL COMPETENCIES

1. Manage organisational challenges
2. Manage change in organisational activities
3. Manage relationships across the organization
4. Provide leadership for the organization
5. Encourage innovation in the organization
6. Obtain and analyse information for critical decision-making
7. Communicate and influence effectively

### 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
- Ten (10) years post qualification experience
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge of the Civil Procedure Rules of the BVI jurisdiction
- Expert knowledge of and experience in Court proceedings
- Expert knowledge of applicable statutes and statutory interpretation
- Ability to master and interpret legislation

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.

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- Expert legal research skills
  - Expert analytical, negotiating, interpersonal and organisational skills
  - Sound knowledge of the use of standard office equipment and computer applications
  - Expert oral and written communication skills
  - Ability to work well under pressure
  - Excellent leadership and management skills

## PREFERRED ABILITY

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### 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: [hrdemployment@gov.vg](mailto:hrdemployment@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.*