

Opening Date: 13 January 2021
Closing Date: 27 January 2021
Location: Tortola
Vacancy Notice No. JLSC 1 of 2021
Job Classification: Grade 18
Ministry/Department/Unit: Attorney General's Chambers
Position Details: Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary will be commensurate with qualifications and experience. The salary range **\$68,764 – \$100,744** and applicable allowances.

JOB VACANCY NOTICE

International Relations Counsel

Government of the Virgin Islands



ROLE SUMMARY

The role of International Relations Counsel is to serve as lead counsel and advisor to the Attorney General on all matters related to the external affairs of the Virgin Islands.

MAIN RESPONSIBILITIES

1. Provide legal advice on all aspects of Virgin Islands external affairs as they relate to its relationship with the United Kingdom and to all relevant regional and international relationships including:
 - a. the Caribbean Community, the Organisation of Eastern Caribbean States, the Association of Caribbean States, the United Nations Economic Commission for Latin America and the Caribbean, or any other Caribbean regional organisation or institution;
 - b. other Caribbean regional affairs relating specifically to issues that are of interest to or affect the Virgin Islands;
 - c. the relationship between the Virgin Islands and the United States Virgin Islands in matters of mutual interest;
 - d. tourism and tourism-related matters;
 - e. taxation and the regulation of finance and financial services and;
 - f. United Kingdom and European Union matters directly affecting the interests of the Virgin Islands.
2. Manage the mutual legal assistance and international cooperation portfolio of the Chambers including:
 - a. ensuring legal and timely engagement in mutual legal assistance, sanctions, anti-money laundering, terrorist financing and other areas of international cooperation;
 - b. coordinating mutual legal assistance cooperation between international agencies;
 - c. building relationships with other international enforcement agencies in relations to MLAT and litigation matters and;
 - d. maintaining the mutual legal assistance database to ensure that it is kept up to date and contains the latest information on all cases of assistance.
3. Serve as lead counsel or coordinate representation in any litigation or other proceeding arising from the discharge of the Virgin Islands of its obligations under any treaty, convention, international agreement, memorandum of understanding or other international arrangement.
4. Advise and where appropriate arrange for, coordinate and review of all foreign legal advice rendered to the external offices of the Government of the Virgin Islands in London, Hong Kong or elsewhere.
5. Prepare cases, letters, opinions and legal documents, and manage the preparation, filing and service of documents.
6. Prepare for adjudication of matters and negotiate amicable settlement and contracts.
7. Manage, supervise and mentor junior counsel and administrative staff within the Chambers, specifically the International Unit.
8. 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
- Library Environment
- Courtroom environment
- Extended working hours

MINIMUM

- Bachelor of Laws Degree or equivalent
- Bar Professional Training Course Certificate (BPTC)

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.

QUALIFICATIONS AND EXPERIENCE

- 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
 - Excellent legal research skills
 - Excellent analytical, negotiating, interpersonal and organisational skills
 - Sound knowledge of the use of standard office equipment
 - Excellent oral and written communication skills
 - Ability to work under pressure
 - Excellent leadership and management skills
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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: hrgbvi@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.