

Opening Date: 26 April 2022
Closing Date: 10 May 2022
Location: Tortola
Vacancy Notice No. JLSC 2 of 2022
Job Classification: Grade 15
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 **\$51,069 – \$65,316** and applicable allowances. A tax-free gratuity, housing allowance and reallocation allowance applicable to contracted candidates.

JOB VACANCY NOTICE Senior Legislative Counsel

Government of the Virgin Islands



ROLE SUMMARY

The role of Senior Legislative Counsel will undertake legal research and draft legislation in order to assist in the development of Law Reform in the Territory.

MAIN RESPONSIBILITIES

1. Conduct research and analyse issues relating to any subject of law reform or legal matter and raise any issues considered necessary with the Chairman in order for appropriate action to be taken.
2. Prepare draft provisions and legislation for consideration and approval in order to assist in the development of Law Reform in the Territory.
3. Review existing legislation and provide legal advice in order to provide assistance in the modernizing, improvement and simplifying the law.
4. 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.
5. Provide legal advice and written opinions based on extensive research into subject matters to be considered or being considered by the Law Reform Commission.
6. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manages own resources, development and networks
2. Provides leadership for the organisation
3. Encourages innovation in the organisation
4. Communicates and influences
5. Ensures compliance with legal, regulatory, ethical and social requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment
- Extended working hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Law degree and a post graduate degree, diploma or certificate in Legislative Drafting
- Legal Practitioner's Certificate
- Five (5) years' experience in drafting legislation or an interest in legislative drafting
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable statutes and statutory interpretation
- Sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Excellent interpersonal and organisational skills
- Excellent legal research skills
- Good analytical skills
- Excellent oral and written communication skills
- Ability to work well under pressure
- Sound supervisory 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
Simms Building
Road Town, Tortola VG 1110
British Virgin Islands**

or by email: hldbvi@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.