

Opening Date: 1 June 2022
Closing Date: 15 June 2022
Location: Tortola
Vacancy Notice No. JLSC 3 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. Salary **\$51,069** and applicable allowances. A tax-free gratuity, housing allowance and reallocation allowance applicable to contracted candidates.

JOB VACANCY NOTICE

Assistant Parliamentary Counsel

Government of the Virgin Islands



ROLE SUMMARY

The role of Assistant Parliamentary Counsel will draft legislation and memoranda of understanding on bi-lateral matters and assist with rendering legal advice in a consistent, professional and timely manner.

MAIN RESPONSIBILITIES

1. Draft primary and subsidiary legislations on the basis of drafting instructions from Government Ministries; vet imperial legislations and submit comments thereon in a timely and professional manner.
2. Liaise with and advise Government Ministries and Departments on the formulation of drafting instructions to ensure consistent and effective drafting and application.
3. Monitor and advise on the Legislative Drafting Computerisation Programs of the Chambers in order to ensure that the most efficient and up-to-date programs are employed within the unit.
4. Liaise with and advise the Clerk of the House of Assembly on matters relating to legislations and motions, and advise Government Departments on specific matters, including international law matters, to ensure that Government decisions are based upon up-to-date and expert information.
5. Attend official meetings from time to time to give guidance and assist with rendering advice on legal issues relevant to such meetings.
6. 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. Manages own resources, development and networks
2. Manages relationships across the organization
3. Encourages innovation in the organization
4. Communicates and influences
5. Ensures compliance with legal, regulatory, ethical and social requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended working hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws Degree or equivalent
- Post graduate degree, diploma or certificate in Legislative Drafting
- Legal Practitioner's Certificate
- Five (5) years' post qualification experience
- Expert knowledge of Government structure, policies and procedures
- Sound knowledge of legislative drafting practices and procedures
- Sound knowledge of applicable statutes and statutory interpretation
- Sound legal research skills
- Sound knowledge of relevant laws, regulations, policies and procedures
- Working knowledge of relevant computer applications
- Sound knowledge of the use of standard office equipment
- 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: hrrbvi@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.