

Opening Date: 24 July 2017
Closing Date: 07 August 2017
Location: Tortola
Vacancy Notice No. 47/2017
Job Classification: Grade 13
Ministry/Department/Unit: Attorney General's Chambers
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$42,486 – \$67,509.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Crown Counsel

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide legal advice and assist with cases in order to maintain the integrity of the legal system in a professional manner.

MAIN RESPONSIBILITIES

1. Serve as Counsel in the Courts and assist Senior Officers during 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 instruct on the preparation, filing and service of these documents to ensure effective and efficient administrative management within the department.
3. Prepare outgoing letters of request for legal assistance in matters and advise on incoming letters of request for legal assistance in 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 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.
6. Undertake general legal assignments including the drafting and/or vetting of legal matters.
7. 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 your time effectively
2. Develop the trust and support of colleagues and stakeholders
3. Ensure products and services meet quality, including requirements
4. Provide information and advice to others
5. Manage self to model behaviour and professional development
6. Ensure compliance with legal, regulatory, ethical and social requirements
7. Communicate and influence effectively
8. Obtain and analyse information for 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
- Expert knowledge of Government structure, policies and procedures
- Sound knowledge of applicable statutes and statutory interpretation
- Sound knowledge of the use of standard office equipment
- Sound legal research skills
- Sound oral and written communication skills
- Sound interpersonal skills
- Ability to work under pressure
- Sound organisational 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:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@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.

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