


**GOVERNMENT OF KIRIBATI**  
POSITION DESCRIPTION

1. Ministry: Office of the Attorney-General	
2. Position Title: Assistant Senior State Attorney	3. Salary Level: 5
4. Division: OAG	5. Reports To: AG
6. Direct Reports: DPP & SG	
7. Primary Objective of the Position: To assist the Solicitor General (SG) and Director of Public Prosecution (DPP) in supporting the Attorney General to effectively and efficiently carry out his or her constitutional function and/or responsibilities.	

8. Position Overview	
9. Financial: NIL	10. Legal:
11. Internal referral to Attorney General, DPP, SG, SSA	12. External Stakeholders: <ul style="list-style-type: none"> <li>• Other Ministries</li> </ul>

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Date of Issue: *15/6/17*


<p>After consultation with Attorney General or others</p>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• NGOs</li> <li>• SOE's</li> </ul> <p>To be referred to Manager</p>	
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>		
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>	<p>Performance Measures/Outcomes</p>
<p>Just and timely conduct of prosecutions</p>	<p>Undertake criminal prosecutions on behalf of</p>	<p>Reduced time taken in Criminal Prosecution</p>

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	the Republic. Prosecute civil cases on behalf of the Republic and defend actions brought against the Republic	Reduced time take in resolving state litigation
Victims and Witness Services	To provide the best service to victims and witnesses in terms of prosecution and likewise	High level of victims and witnesses satisfaction
Litigation management/Public Management	Give advices to all Government departments; Statutory corporations and other Government owned companies or corporations as well as the Police and Local Government Councils	High level satisfaction and positive feedbacks by Government and state clients
Quality, reliability and delivery of legal services	Work closely with DPP/SG concerning all legal issues that might affect the republic Answerable to SG/DPP on all aspect of the civil/criminal litigations and to take charge of the section on his/her absence	Reduced public challenges against the state

<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>	
<ul style="list-style-type: none"> <li>Maintenance of the highest legal, ethical and professional standards</li> </ul>		<b>11.1 PQR (Position Qualification Requirement):</b> <b>Education:</b> <ul style="list-style-type: none"> <li>Bachelor of Laws (LLB), Professional Diploma in Legal Practice and 5 years</li> </ul>	

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- Able to prosecute on his/her own and/or as the court instructed
- Able to deal with court cases on a timely basis
- Be readily available for duty (even when on official leave/holidays) whenever instructed
- Cover a wide range of responsibilities with limited time and able to work outside normal working hours

work experience; LLM is an advantage

- Recent Police Clearance (3 months old)
- Birth Certificate

Experience: 5 years experience in the field

Job Training: N/A

Prerequisite: as above



**11.2 Key Attributes (Personal Qualities):**

1. Knowledge
2. Skills
3. Attributes

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			<ul style="list-style-type: none"><li>• Excellent communicator – knows how to explain the law and its implications to the client, has listening skills that are at least good in his/her speaking and writing abilities</li><li>• Excellent judgement – can make the right calls on issues based on past experience and an understanding of similar situations</li><li>• Good working ethic – at a minimum, works the same hours as the clients is available, responsive, and amenable to time frame and expectations</li><li>• Willing to 'put in the game' – able to take a calculated risk with a client and communicate that he's standing behind him</li></ul>
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