

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Legal Drafter I within the Attorney General's Chambers.

JOB DESCRIPTION

JOB TITLE	:	LEGAL DRAFTER I
REPORTS TO	:	DIRECTOR OF LEGISLATIVE DRAFTING
SUPERVISES	:	N/A
CLASSIFICATION	:	Grade No. 15

A RELATIONSHIP AND RESPONSIBILITIES

1. Works under the direction of and reports to the Director of Legislative Drafting.
2. Required to respond whenever necessary to the Attorney General, Solicitor General and Deputy Permanent Secretary on matters relating to work in progress.

B DUTIES AND TASKS

1. Draft Bills and Statutory Instruments for Parliament.
2. Attends meetings on various Government Ministries, Departments Statutory Bodies and other entities, on issues dealing with the drafting of new laws and amendments to existing law.
3. Performs such other duties as may be assigned from time to time by the Attorney General and Director of Legislative Drafting.

C CONDITIONS

1. Accommodation provided in a general administrative office.
2. Institutional support is provided through appropriate civil service regulations and departmental guidelines.
3. Opportunities exist for personal development and career development.
4. Salary is in accordance with the terms and conditions stipulated by Government in the Estimates/Collective Agreement.

D STANDARDS

Work performance will be evaluated on the basis of the following:

1. Timely completion of tasks assigned and meeting of deadlines.
2. Effective implementation of duties, responsibilities and assignments as defined in the job description.
3. Number of problems investigated and relevance of prescriptions.
4. Compliance with Ministry guidelines and standard operating procedures.

D SKILLS, KNOWLEDGE AND ABILITIES

1. A sound working knowledge of the laws and statutes of Saint Lucia.
2. Familiarisation with the standard operating procedures contained in the Department's Operations Manual.
3. A working knowledge of and the ability to interpret legislation, Civil Service Rules and Regulations and Operating Procedures, Staff Orders, Financial and Store Rules and Collective Agreements.

F QUALIFICATIONS AND EXPERIENCE

At least a first degree in law plus training in Legislative Drafting;

And

A Legal Education Certificate.

Applications, along with two references and certified copies of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
Heralding Rock Building
The Waterfront
Castries
Saint Lucia W.I.

to reach her no later than **November 18, 2011.**