

# VACANCY NOTICE

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

## **JOB DESCRIPTION**

**JOB TITLE** : **SOLICITOR GENERAL**  
**REPORTS TO** : **ATTORNEY GENERAL**  
**SUPERVISES** : **ATTORNEY GENERAL'S CHAMBERS**  
**CLASSIFICATION** : **GRADE 20**

### **A. RELATIONSHIP AND RESPONSIBILITIES**

1. Heads the Legal Services Division within the Attorney General's Chambers.
2. Works under the direction of and reports to the Attorney General on all matters of a legal nature.

### **B. DUTIES AND TASKS**

The following include the principal duties of the Solicitor General which are to be performed in consultation with the Attorney General and, where appropriate, the Deputy Permanent Secretary.

#### **I. MANAGERIAL ASPECTS**

1. Functions as the Delegate of the Attorney General.
2. Supervises the work of staff of the Legal Services Division within the Chambers.

3. Supervises the preparation of work programmes of legal offices and coordinates the implementation of legal policies, plans, programmes and projects.
4. Prepares progress reports and makes recommendations on matters relating to needs and problems of the Chambers.
5. Represents the Chambers at official meetings conferences, etc.
6. Represents the office of the Attorney General on various Statutory and other Boards.

## **II. LEGAL ASPECTS**

1. Arranges for Government representation in Civil cases in the High Court and Court of Appeal.
2. Appears and represents the Government in Civil cases in the High Court and Court of Appeal.
3. Tenders legal opinion and advises Government Ministries and Departments in Civil matters.
4. Vets legal documents and agreements.

## **C. KNOWLEDGE, SKILLS AND ABILITIES**

1. A sound working knowledge of the Laws of Saint Lucia.
2. Experience at the Bar.
3. A working knowledge of and ability to interpret Legislation, Civil Service Rules and Regulations, Collective Agreements, etc.

## **D QUALIFICATIONS AND EXPERIENCE**

- a. At least a first degree in Law and professional Legal training;

**PLUS**

- b. At least ten years experience as a practicing Barrister.

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

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

to reach no later than **12<sup>th</sup> February 2010.**