

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Deputy Director of Public Prosecutions, Ministry of Justice.

JOB DESCRIPTION

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| JOB TITLE | : | Deputy Director of Public Prosecutions |
| DEPARTMENT | : | Crown Prosecution Service |
| MINISTRY | : | Ministry of Justice |
| REPORTS TO | : | Director of Public Prosecutions |
| SUPERVISES | : | N. A. |
| CLASSIFICATION | : | Grade 19 |

A. RELATIONSHIPS AND RESPONSIBILITIES

1. Prosecution of all Criminal matters.

B. DUTIES AND TASKS

1. Assists the Director of Public Prosecutions with the supervision of the staff of the Crown Prosecution Service.
2. Assists the Director of Public Prosecutions with management of caseload within the Crown Prosecution Service.
3. Prosecute all criminal cases including homicides, sexual offences, financial crimes and money laundering offences from inception to the trial stage.
4. Assist the Director of Public Prosecutions with the coordination of the prosecution of criminal caseload in both judicial districts.
5. Represent the Crown in Criminal Appeals at the OECS Court of Appeal.
6. Advise and guide the Police in their investigation of cases.

7. Provide direction, guidance and advice to the prosecution in handling summary cases.
8. Provide opinions and advice to other government agencies.
9. Provide leadership to the Crown Prosecution Service.
10. Advise the Police on all criminal matters.

C. CONDITIONS

1. Congenial office accommodation is provided.
2. Institutional support is provided through appropriate Civil Service regulations, Statutory Instruments, Collective Agreements and Departmental guidelines.
3. Contractual appointment
4. Salary is at the rate of \$75,600.00 per annum with a basic Travel Allowance of \$6,960.00 per annum, Legal Officer's Allowance of \$18,000.00 per annum, Entertainment Allowance of \$6,480.00 per annum and Telephone Allowance of \$1,740.00 per annum.
5. Performance will be evaluated twice yearly.
6. Required to maintain a motor vehicle for the effective performance of duties.

D. EVALUATION METHOD

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

1. Timely completion of tasks.
2. Ability to meet task deadlines.
3. Quality of presentation of cases and/or reports.
4. Application and proven knowledge of existing laws and regulations.

5. Compliance with Departmental guidelines and Standard Operating Procedures;
6. Effective implementation of duties, responsibilities and assignments as defined in the job description.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A working knowledge of and ability to interpret the Laws of St. Lucia.
2. Decisiveness, soundness of judgment and clarity of presentation.
3. Timely completion of tasks.
4. Ability to draft indictments and prepare legal submissions.
5. Good advocacy skills.
6. Effective communication skills.
7. Effective interpersonal skills.
8. Computer literacy.

F. QUALIFICATIONS AND EXPERIENCE

1. Master of Law Degree plus a Certificate in Legal Education with six (6) years work experience in legal practice.

OR

2. Bachelor of Law Degree and Legal Certificate plus a Certificate in Legal Education with eight (8) years work experience in legal practice.

REMUNERATION

Salary will be commensurate with experience and qualifications.

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

The Secretary
Judicial and Legal Services Commission
Eastern Caribbean Supreme Court
P.O. Box 1093
The Waterfront
CASTRIES.

To reach her no later than **31st August, 2010.**