

Opening Date: 20 September 2016
Closing Date: 18 October 2016
Location: Tortola
Vacancy Notice No. 82/2016
Job Classification: Grade 15
Ministry/Department/Unit: Office of the Director of Public Prosecutions
Position Details: One year probationary period
Short term/leave relief (Two Years)
Employment Type: Contractual
Remuneration/Benefits: **Salary range \$51,069 - \$81,146.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Senior Crown Counsel

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide legal advice as well as prosecute cases in order to maintain the integrity of the legal system in a professional manner.

MAIN RESPONSIBILITIES

1. Serve as Senior Counsel in the Courts and assist Senior Officers during criminal 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 manage the preparation, filing and service of documents.
3. Prepare outgoing letters of request for legal assistance in criminal matters and advise on incoming letters of request for legal assistance in criminal 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 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. Undertakes general legal assignments including the drafting and/or vetting of legal matters.
7. Prepare for adjudication of matters, negotiate amicable settlements: contract or court.
8. Serve on various committees as required.
9. Supervise and lead Crown Counsel in the management of cases.
10. 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 relationships across the organization
2. Provide leadership for the organization
3. Encourage innovation in the organization
4. Communicate and influence effectively
5. Ensure compliance with legal, regulatory, ethical and social requirements
6. Manage your own resources, development and networks

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
- Seven (7) to eight (8) years post qualification experience
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge and experience in criminal prosecutions
- Sound knowledge of applicable statutes and statutory interpretation
- Excellent knowledge of and experience in Court proceedings
- Ability to master and interpret legislation
- Sound knowledge of the use of standard office equipment and computer applications
- Ability to communicate clearly and concisely in writing and verbally
- Sound analytical, negotiating, interpersonal and organisational skills
- Ability to work under pressure
- Sound legal research skills

HOW TO APPLY

All applications for employment 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.

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.