



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS AND CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE:	Principal Public Prosecutor
MINISTRY:	Office of the Director of Public Prosecution
DEPARTMENT:	Office of the Director of Public Prosecution
LOCATION:	The job is based in Providenciales but at the discretion of Head of Department or TCI Public Service may be relocated to another part of TCI.

JOB SUMMARY:

This is a professional and managerial position which has system-wide responsibility for preparing and conducting prosecutions of serious and violent crimes, complex economic and financial crimes, at the highest level in the Supreme Court and Court of Appeal. The Principal Public Prosecutor is also expected to prepare for and appear in extradition and confiscation proceedings and respond to mutual legal assistance treaty requests. He or she will be expected to maximize proceeds of crime opportunities and to supervise such work by other prosecutors within the ODPP.

This position will require supervision and management of senior and public prosecutors, work collaboratively with administrative professionals, the Police, other Law Enforcement Agencies, and other criminal justice partners to secure the efficient and effective delivery of justice for the Turks and Caicos Islands.

KEY DUTIES AND RESPONSIBILITIES:

1. To comply with the Prosecution Policy and all other policies and procedures issued by the Director of Public Prosecutions (DPP).
2. To comply with the prosecutor's duty of disclosure, ensuring all obligations are met and that the duty is kept under review at every stage in the life of a case.
3. To undertake Supreme Court and Court of Appeal advocacy in relation to a range of serious, complex and sensitive cases;





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4. To make decisions quickly in court on a range of matters regarding the prosecution of cases (including the assessment of cases not previously reviewed by the job holder and with which the job holder is otherwise unfamiliar).
5. In consultation with the DPP where necessary, to decide on the best way to proceed with a case (e.g. whether a prosecution should proceed or be discontinued, which witnesses should be used and what evidence adduced in higher court cases, what representations to make in respect of venue), exercising discretion on the processing of casework, within existing practice and precedent.
6. To interpret and apply legislation and precedent; to evaluate and assess evidence; to exercise judgment with regard to the potential successful outcome of a case.
7. To prepare and conduct prosecutions and appeals at every stage of proceedings in a timely, efficient and effective manner making best use of resources.
8. To provide accurate legal advice to the Police and other governmental enforcement agencies at short notice, including outside normal business hours, with respect to the application of the law and the preferment of charges in cases.
9. Demonstrating tact and diplomacy, to develop and maintain good working relationships with all parties in the criminal justice system.
10. To demonstrate technical and professional leadership and sense of responsibility for Senior and Public Prosecutors in the preparation and conduct of Prosecutions.
11. To demonstrate a high level of oral and written communication skills in all matters relating to the prosecution of cases, in particular the ability to distil and explain complexities in non-legal language as well as to explain decisions to judges, defence lawyers and the police.
12. To play a leading role in influencing and securing the trust and confidence of the Criminal Justice Stakeholders, including the Courts, the police and other Law Enforcement Agencies
13. To demonstrate high levels of advocacy, media handling and communication with communities in relation to cases for which the post holder is accountable so as to maintain public confidence in the prosecution process. To represent the ODPP, both internally and externally, at casework conferences and public events.
14. To analyse, plan and assess their own workload, prioritising and judging the relative importance of certain tasks in order to ensure the successful prosecution of cases.
15. Taking account of the needs of others, particularly victims and witnesses, to draw up and ensure the implementation of casework plans in respect of the management and control of complex cases and to constantly monitor and assess the effectiveness of





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casework plans in relation to the preparation for trial anticipating potential problems and outcomes and re-prioritising and re-distributing duties / tasks as necessary.

16. To liaise with victims and witnesses with sensitivity and to demonstrate an understanding of their needs and expectations.
17. To develop new approaches acceptable both to the ODPP and the wider Criminal Justice System, demonstrating sound understanding of and response to the needs of the Criminal Justice Stakeholders.
18. To maximise opportunities for proceeds of crime interventions through criminal confiscation and identifying cases suitable for cash forfeiture and civil recovery.
19. To prepare for and conduct extradition proceedings and to respond to requests for mutual legal assistance from other jurisdictions in accordance with mutual legal assistance treaties and arrangements.
20. To develop and deliver training for lawyers and law enforcement agencies on legal, evidential and case investigation issues.
21. To carry out such other tasks and responsibilities that the DPP may assign or the exigency of Public Service may require.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- A Bachelor of laws degree or equivalent;
- A Legal Profession Certificate or equivalent; and
- Admittance to the TCI Bar or deemed admittance to TCI Bar by reason of employment in the ODPP or as Public Law Officer in TCI

Experience:

The position requires a minimum of 10 years' relevant experience with suitable demonstration of leadership and case management in criminal proceedings. Experience in the prosecutions of serious and violent crimes and complex economic and financial crimes especially in small-Islands environment will be a distinct advantage.

SALARY: Grade 11.1 - \$101,355.00 per annum plus allowances





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For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Covering Letter and a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant).

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk. Email to careers@gov.tc

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

