



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:	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 professional position has system wide responsibility for conducting prosecutions at all levels of Court, including Magistrates Court, Supreme Court and Court of Appeal. Prosecutors must also be responsible for providing accurate legal advice to the Royal Turks and Caicos Islands Police Force and other governmental enforcement agencies at short notice with respect to the application of the law. Prosecutors are also expected to assist with Extradition Proceedings, Confiscation Proceedings and respond to Mutual Legal Assistance Treaty requests.

KEY DUTIES AND RESPONSIBILITIES:

1. Assists Senior Prosecutors in complex cases
2. Conducts research of complex areas of law and argue in Court
3. Prepares cases for trial
4. Ensures that all disclosure obligations are met
5. Conducts trials both before Magistrates and juries
6. Argues appeals before the Court of Appeal
7. Prepares and conducts sufficiency hearings in the Supreme Court when called upon
8. Appears at Plea and Directions in the Supreme Court when called upon
9. Responds to Mutual Legal Assistance Requests from other jurisdictions
10. Assists in the conduct of Extradition proceedings
11. Conducts Confiscation proceedings
12. Responds to queries made by government departments
13. Responds to public enquiries
14. Provides legal advice to all government departments
15. Undertakes tasks assigned by the Director of Public Prosecutions
16. Conducts seminars and train members of law enforcement agencies on legal issues regarding the applicable laws e.g. Customs, Immigrations and Police Officers.
17. Assists in the development of new legislation and the review or amendment of old legislation.
18. Adheres to all Public Service codes, rules and regulations.

MINIMUM QUALIFICATIONS & EXPERIENCE:





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- A Bachelor of laws degree or equivalent;
- A Legal Profession Certificate or equivalent
- Admittance to the Turks and Caicos Islands Bar

- The position requires a minimum of two (2) years' relevant experience in the profession to acquire the necessary competencies to effectively respond to the challenges of the functions. However, an ambitious, hardworking individual showing aptitude to learn quickly can be considered with less years of experience.

SALARY: Grade 9.1 - \$75,363.00 per annum and Allowances

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or 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 TCI Government 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.

