



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

<b>JOB TITLE:</b>	<b>Senior Crown Counsel</b>
<b>MINISTRY:</b>	<b>Attorney General's Chambers</b>
<b>DEPARTMENT:</b>	<b>Attorney General's Chambers (Civil/ Commercial/ International)</b>
<b>LOCATION:</b>	<b>Grand Turk, but at the discretion of the TCI Public Service the position may be relocated to another part of TCI.</b>

### **JOB SUMMARY:**

This professional position has system wide responsibility for providing accurate legal advice to the Government and efficient representation where necessary. The Senior Crown Counsel is expected to generate satisfactory results when the legal advice provided is credible and rarely results in litigation against the government; government officers are trained in basic legal issues relevant to their functions; timely responses are given to international requests and agreements negotiated are favourable to the development of Turks and Caicos Islands. **The Senior Crown Counsel will be assigned to one of the Civil, Commercial, or International divisions within the Attorney General's Chambers but may be required to work in more than one division.**

### **KEY DUTIES AND RESPONSIBILITIES:**

- Supervise Crown Counsel and provide training where necessary
- Conduct research of complex areas of law and highlight legal risks
- Prepare case files and assess litigation documents in order to advise the Government on the best course of action with the least legal risks
- Draft pleadings and conduct civil proceedings/litigation, including those related to international matters and civil asset recovery, brought by and against the government before the various courts and tribunal in the Turks and Caicos Islands
- Negotiate, draft and assess contracts and commercial documents including consultancy contracts, development agreements, leases, goods and services agreements, FIDIC on behalf of the Government or statutory bodies.
- Provide legal advice to all government departments and statutory bodies
- Execute and respond to international requests on behalf of the government
- Monitor all work done in the respective Division
- Conduct seminars and train personnel in government departments on legal issues regarding their work e.g. Customs, Immigrations and Police Officers
- Undertake other tasks assigned by the Deputy Attorney General or Attorney General





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- Adhere to all Public Service codes, rules and regulations.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- This position requires a Bachelor of Laws or its equivalent.
- In addition to a Bachelor of Laws the position requires that the job holder possess a Legal Profession Certificate or its equivalent as well as specialized training in commercial law, civil law and/or international law. The job holder must be qualified and eligible to practise in a Commonwealth Law Jurisdiction or the Republic of Ireland.
- The position requires at least seven (7) years on the job experience in Civil and Commercial litigation, international relations to acquire the necessary competencies to effectively respond to the challenges of the functions.

The experience should span:

- Civil practice and procedure, and drafting of pleadings particularly in the area of public and administrative law
- Drafting and review of Contracts particularly FIDIC, goods and services agreements, development agreements and leases and licences
- Commercial policies and procedures
- Litigation in the Courts (Magistrate Court, Supreme Court and Court of Appeal)
- Mutual legal assistance
- Anti-money laundering, combatting the financing of terrorism and proliferation of weapons standards and practices
- Civil Asset Recovery
- Management of Junior attorneys

Competencies:

- Communicates well and clearly both orally and in writing, and is also an excellent listener.
- Critical thinking in order to identify and analyze issues and risk, and solve problems
- Strong researcher, who knows the best resources applicable to each issue and is able to isolate and identify pertinent information.
- Interpersonal skills
- Self-assured and maintains high ethical standards

The industry experience most appropriate for the job holder comprise: -

- Law practice
- The Court system





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## **Salary: Grade 10.1 \$87,398.00 per annum plus allowances**

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 Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

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

**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.*

