



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: Senior 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 or Grand Turk 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. Senior 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. Senior Prosecutors are also expected to conduct Extradition Proceedings, Confiscation Proceedings and respond to Mutual Legal Assistance Treaty requests as well as other legal administrative duties to support the Director of Public Prosecutions.

KEY DUTIES AND RESPONSIBILITIES:

1. Supervises the relevant Prosecutor and provide training where necessary
2. Assigns tasks to the Prosecutor and assess performance
3. Conducts research of complex areas of law
4. Prepares cases for trial
5. Ensures that all disclosure obligations are met
6. Conducts trials both before Magistrates and juries
7. Prepares and conducts sufficiency hearings in the Supreme Court
8. Appears at Plea and Directions in the Supreme Court
9. Responds to queries made by government departments
10. Responds to public enquiries
11. Provides legal advice to all government departments
12. Undertakes tasks assigned by the Director of Public Prosecutions
13. Monitors all work done in the respective Division
14. Conducts seminars and train members of the Royal Turks and Caicos Police Force and personnel in government departments on legal issues regarding their work e.g. Customs, Immigrations and Police Officers.
15. Develops and assists in the development of new legislation and the review or amendment of old legislation.
16. Adheres to all Public Service codes, rules and regulations

MINIMUM QUALIFICATIONS & EXPERIENCE:





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This position requires:

- a Bachelor of Laws or its equivalent
 - a Legal Profession Certificate or its equivalent
 - specialized training in criminal law
 - Admittance to the bar in the Turks and Caicos Islands.
 - The position requires at least Seven (7) years' experience in the legal field to acquire the necessary competencies to effectively respond to the challenges of the functions.
- The experience should span:
 - Criminal practice and procedure
 - Drafting of Pleadings
 - Litigation in the Courts (Magistrate Court, Supreme Court and Court of Appeal)
 - Management of Junior attorneys.

SALARY: Grade 10.1 - \$87,398.00 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 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.

