



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** SOLICITOR GENERAL

**MINISTRY:** ATTORNEY GENERAL'S CHAMBERS

**LOCATION:** Providenciales

### **JOB SUMMARY:**

This managerial position has system wide responsibility for the efficient administration and resolution of complex legal matters arising in the area civil litigation (including Judicial Review) as the principal advocate for the Government of the Turks and Caicos Islands and will under the direction of the Attorney General represent the Government as lead Counsel in the Supreme Court and Appellate Courts in both Constitutional and Civil proceedings. Providing supervision to other professional and clerical staff with regard to litigation related matters, the Solicitor General is expected to generate satisfactory results when the qualitative and quantitative output of the litigation staff within the Attorney General's Chambers is at a high level and related credible legal advice is provided to the Government in a timely manner when necessary.

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

This position is responsible for developing and maintaining strategic focus on litigation matters within the Attorney General's Chambers. It has Departmental and governmental accountability for:

1. Representing the Government as lead Counsel in the Supreme Court and Appellate Courts in both Constitutional and Civil proceedings (including civil recovery and mutual legal assistance litigation matters) and other matters of public importance under the direction of the Attorney General.
2. Researching, planning and executing the conduct of litigation, particularly that involving complex issues of law or matters of national significance.
3. Supervising Junior Counsel and/ or appearing in proceedings before tribunals and other quasi - judicial bodies.
4. Initiating court action or in any manner defend or proceed against any person or entity from the enforcement or any contact, bond, guarantee, mortgage or other collateral executed in favour of Government.
5. The quality of professional judgement when representing the Government in litigation and where appropriate, settlement negotiations.
6. The credibility of the legal advice given.
7. The efficiency in preparing cases for trial in the Magistrate's Court, Supreme Court and Court of Appeal.
8. Overseeing both professional and clerical staff in the performance of their functions.
9. Advising on all Public Service matters and representing the Government in all proceedings arising there from.
10. Performing such other functions/tasks as the Attorney General may from time to time assign.





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## **QUALIFICATIONS and EXPERIENCE:**

### **Qualifications:**

- The position requires a Masters Degree in Law or it's equivalent specialist experience (Civil, Public Law and Management)
- In addition to a Bachelor of Laws or equivalent, the position requires that the incumbent possesses a Legal Professional Certificate or its equivalent, and is qualified to be called to the Bar in TCI.

### **Experience:**

- The position requires at least fifteen (15) years post-qualification experience in active practice in the public or private sector with at least five (5) years on the job experience in at a senior level to acquire the necessary competencies to effectively respond to the challenges of the functions. Specialist experience in Civil, Public Law and Management is required.

**SALARY: Executive Grade - 13.1 - \$146,792.00 per annum, plus allowances**

### **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.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed.**

