



JOB DESCRIPTION

Position Title: *Legal Analyst*
Division/Section: *Corporate Service Unit*
Salary Grade: *P1 \$27,513.00/ \$29,954.00 p.a.*
Location: *Level 1, FMFMII Building*

Overview of Ministry

To facilitate the review, reform and development of the laws of Samoa, in order to promote Samoan custom and traditions, enhance the social, cultural, economic and commercial development of Samoa, and ensure that the laws of Samoa are kept in a modern state.

More information can be found on our website at www.samoalawreform.gov.ws

Purpose of Position

To provide support and assistance to the Executive Director – through the Assistant Executive Director (AED) through legal research and 'law maintenance work'.

Key Relationships

Responsible to: *Assistant Executive Director (AED)*

Functional relationships:

Internal:

- *Executive Director*
- *All staff members*

External:

- *Public Service Commission*
- *Office of the Attorney General*
- *Ministry of Justice and Court Administration*
- *Other Government Ministries*
- *State Owned Enterprises*
- *Public*

Key Responsibilities

Legal Research and Analysis

- To assist with legal research on law reform work or as instructed by the senior legal staff;
- To conduct analysis of issues on law reform as instructed by senior legal staff;
- To assist senior legal staff with the planning of consultations for law reform work;
- To assist senior legal with the writing of law reform reports (Issues Papers, Discussion Papers and Final Reports) and any other report as directed;
- To assist senior legal staff with legal research on law reform work undertaken independently by Government Ministries;
- To undertake other work necessary to effectively discharge the Commission's mandate under the Law Reform Commission Act 2008 and as directed by the senior legal staff; (AED, PLA and SLA)

Legal Advice

- Provide sound legal advice to the Public Service, Public Sector or any other party on behalf of the SLRC as directed by senior legal staff;
- Assist in the preparation of correspondences conveying SLRC advice;
- Assist in organizing consultations and arranging appointments with stakeholders and other Government Ministries as required;
- Attend workshops, trainings and conferences etc. representing the SLRC when directed by Executive Director of senior legal staff;

Administration

- Assist in the preparation of Legal Documents and filing for office records;
- Preparation of Cabinet Submissions and Legal Documents in both English and Samoan.
- Assist in organizing internal legal team meetings;
- Certification of Legal Documents; and
- Assist in Customers Service front counter.

Selection Criteria		
MERIT	JOB COMPETENCIES	DESCRIPTORS
SKILLS & ABILITIES	1. Problem Solving Skills	<p>1.1 Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context</p> <p>1.2 Understands theoretical side of matters and application in practical situations on arising issues where relevant</p> <p>1.3 Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules</p>
	2. Achieves and Delivers Results	2.1 Understands and appreciates the organization's direction, through the implementation of set work tasks towards the achievement of corporate objectives
	3. Communication and Presentation Skills	<p>3.1 Communicates clearly in written and verbal</p> <p>3.2 Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation</p> <p>3.3 Possess a strong understanding of key issues, use of effective delivery tact's for a convincing and balanced rationale</p>
PERSONAL ATTRIBUTES	1. Commitment & Drive	1.1 Committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every level.
	2. Integrity	<p>2.1 Exudes professionalism and provides impartial advice when needed.</p> <p>2.2 Demonstrates precision in assigned work operations and decision making</p>
	3. SPS Values	<p>3.1 Familiar with the Code of Conduct</p> <p>3.2 Role models the SPS Values.</p>

EXPERIENCE & PAST WORK PERFORMANCE	Relevant experience and eligibility to be admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa.
QUALIFICATIONS	A Bachelor of Laws (LLB) from a recognized tertiary institution.