

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Legal Drafter II, Attorney General's Chambers, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE : Legal Drafter II
REPORTS TO : Deputy Director of Legislative Drafting
SUPERVISES : N/A
CLASSIFICATION : Grade 16

A. RELATIONSHIP AND RESPONSIBILITIES

1. Works under the direction and reports to the Deputy Director of Legislative Drafting in performing duties and tasks.
2. Required to respond whenever necessary to the Attorney General, Director of Legislative Drafting and Permanent Secretary on matters related to work.

B. DUTIES AND TASKS

1. Drafts primary and secondary legislation.
2. Liaises with the various Ministries or other appropriate body for proper instructions and clarification of instructions.
3. Attends meetings with various Ministries or other appropriate bodies to discuss legal issues and draft-related issues in order to formulate new legislation or to amend existing legislation.
4. Undertakes research to determine the impact of existing laws on proposed legislation.
5. Attends sittings of the House of Assembly and advises the Attorney General on matters relating to Bills before the House.

6. Represents the Legislative Drafting Unit at local, regional and international workshops, conferences, and seminars to participate in discussions relating to proposed legislation.
7. Prepares regular reports on work in progress.
8. Performs such other duties as may be assigned from time to time by the Attorney General, the Director of Legislative Drafting and the Permanent Secretary.

C. CONDITIONS

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Suitable office accommodation provided.
4. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements and Terms and Conditions of Employment.
5. Institutional support is provided through Civil Service Regulations, Statutory Instruments and Agency guidelines.
6. Opportunities exist for career and personal development.
7. Appointment is contractual.
8. This post is non-pensionable.

D. EVALUATION METHODS

Work performed will be evaluated on the basis of the following:

1. Ability to effectively carry out duties and responsibilities in-keeping with the job description.
2. Demonstrated ability to solve problems with appropriate solutions.

3. Ability to follow the rules and procedures as specified in the Operations Manual.
4. Demonstrated ability to organize and prioritize work assignments.
5. Demonstrated ability to work independently on multiple projects and tasks within reasonable timelines.
6. Ability to work as part of a team.
7. Punctuality and consistent attendance at work.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A sound working knowledge of the laws/statutes of Saint Lucia.
2. Familiarization with the Department's Drafting Manual.
3. Ability to interpret legislation, Civil Service Rules and Regulations and Operating Procedures, Staff Orders and Collective Agreements.
4. Intermediate drafting skills.
5. Basic interpersonal skills.
6. Intermediate computer skills.
7. Intermediate advocacy skills.
8. Effective communication skills (oral and written).
9. Ability to gather appropriate information/undertake research for the purpose of drafting legislation.

F. QUALIFICATIONS AND EXPERIENCE

1. A Bachelor of Laws Degree from a recognized University;
2. A Legal Education Certificate;
3. A Post Graduate Certificate in Legislative Drafting;

4. A Practicing Certificate to practice law in Saint Lucia; and
5. At least three (3) years' experience as a Legislative Drafter.

G. SALARY AND ALLOWANCES

Basic salary is at the rate of EC\$69,665.52 per annum, plus the following allowances:

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| Legal Allowance | \$12,000.00 per annum |
| Travel Allowance | \$7,620.00 per annum |
| Telephone | \$291.00 per annum |

Salary and allowances are exempt from income tax.

Applications, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach him no later than **Friday, 28th February 2020.**

NB: Applications may also be submitted via email to jisc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.