

# VACANCY NOTICE

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

## JOB DESCRIPTION

<b>JOB TITLE</b>	:	Solicitor General
<b>REPORTS TO</b>	:	Attorney General
<b>SUPERVISES</b>	:	Legal Staff (Attorneys)
<b>CLASSIFICATION</b>	:	GRADE 20

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### A. RELATIONSHIP AND RESPONSIBILITIES

1. To manage the Legal Services Division within the Attorney General's Chambers in the provision of professional efficient and ethical services to the Government of Saint Lucia in matters related but not limited to the conduct of Civil Litigation, on provision of legal advice, drafting and vetting on contracts and other agreements.
2. To work under the direction of and reports to the Attorney General on all matters of a legal nature.
3. To respond to the Attorney General on all other matters and the Permanent Secretary whenever necessary.

### B. DUTIES AND TASKS

1. Functions as the Delegate of the Attorney General.
2. Manages the day-to-day operations of the Advice and Litigation Division to ensure the provision of effective legal services to the Government of Saint Lucia.
3. Supervises the work of staff of the Legal Services Division within Chambers to ensure that legal services are provided in an efficient and effective manner.
4. Supervises the preparation and implementation of work programmes of legal officers.

5. Appears for and represents the Government in Civil matters in the High Court and Court of Appeal.
6. Arranges for Government representation in Civil cases in the High Court and Court of Appeal.
7. Tenders legal opinion and advises Government Ministries and Departments in Civil Matters.
8. Vets legal documents and agreements.
9. Prepares progress reports and makes recommendations on matters relating to Chambers, to the Attorney General and Permanent Secretary whenever necessary.
10. Represents the office of the Attorney General on various Statutory and other Boards and Committees.
11. Represents the Attorney General at official activities.

**C. CONDITIONS**

1. Functions in a schedule traveling post and will receive traveling and mileage allowance in accordance with approved rates.
2. Required to maintain motor vehicle for the proper performance of duties.
3. Accommodation provided in a general administrative office.
4. Institutional support is provided through appropriate civil service regulations and departmental guidelines.
5. Salary and allowances are in accordance with the terms and conditions stipulated by Government in the Estimates/Collective Agreement and policy documents.
6. This post is non-pensionable.

**D. EVALUATION METHOD**

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

1. Demonstrated knowledge of supervisory capabilities and interpersonal skills.

2. Punctual and consistent attendance to duties.
3. Demonstrated knowledge of the number of problems investigated and relevance of prescriptions.
4. Demonstrated knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
5. Demonstrated ability in the implementation of duties, responsibilities and assignments as defined in the job description.
6. Demonstrated ability to comply with and respond to supervision at different levels.

**E. SKILLS, KNOWLEDGE AND ABILITIES**

1. A sound working knowledge and ability to interpret and apply Laws, Legislation, Court and other Rules and Regulations and Agreements.
2. A working knowledge of and ability to interpret Civil Service Rules and Regulations and Collective Agreements.
3. Ability to organize and work independently and as a group member on multiple tasks/projects and complete assignments within specified deadlines.
4. Extensive knowledge of legal principles, practices and proceedings.
5. Ability to establish and maintain effective working relationships with associates and the public.
6. Knowledge of Government procedures, proceedings and practices.
7. Effective management skills.

**F. QUALIFICATIONS AND EXPERIENCE**

1. Master's Degree in Law, Legal Education Certificate or related field of study plus five (5) years' of legal service experience;

OR

2. Bachelor's Degree in Law, Legal Education Certificate plus seven (7) years' of legal service experience.

## **G. SALARY AND ALLOWANCES**

Basic Salary is at the rate of EC\$117,936.00 per annum plus the following allowances per annum:

Legal Allowance	\$ 24,000.00
Travel	\$ 8,808.00
Telephone	\$ 1,746.00
Entertainment	\$ 6,480.00

**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  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
Castries  
Saint Lucia, W.I.

To reach her no later than **Friday, 11<sup>th</sup> April 2025.**

**NB:** Applications may also be submitted via email to [jisc@eccourts.org](mailto: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.