VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Crown Counsel III, Crown Prosecution Service, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE : Crown Counsel III

REPORTS TO : Deputy Director of Public Prosecutions

SUPERVISES : N/A

CLASSIFICATION : GRADE 17

A. RELATIONSHIP AND RESPONSIBILITIES

1. Provides effective prosecution of the most serious criminal matters such as Murder, Human Trafficking, Asset Forfeiture and White Collar Crimes in the Magistrate's Court and High Court and Court of Appeal on behalf of the Crown.

2. Liaises when necessary with other Divisions with the Ministry of Home Affairs, National Security and Justice and reports whenever necessary to the Deputy Director of Public Prosecutions.

B. DUTIES AND TASKS

1. Provides assistance to the Deputy Director of Public Prosecutions in examining and reviewing Police Case Files from the Criminal Administration Office and outstations of the Royal St. Lucia Police Force within the respective judicial district assigned to.

2. Represents the Crown in Criminal Appeals as assigned by the Deputy Director of Public Prosecutions, dealing specifically with matters emanating from the High Court of Justice only, to ensure appropriate decisions are upheld in matters of the State.

3. Examines investigation files from the Royal St. Lucia Police Force and other government agencies as assigned by Deputy Director of Public Prosecutions and renders legal advice to ensure effective prosecution or disposition of matters of a criminal nature.

4. Prepares and drafts indictments in respect of indictable cases filed in the High Court for approval by the Director of Public Prosecutions in preparation for Court hearing.

5. Provides briefing for witnesses in cases being prosecuted at the High Court through individual interviews in preparation for Court hearing to ensure effective prosecution.

6. Monitors the progress of cases by ensuring all assignments in relation to cases are completed, and reports on the outcome of cases conducted to ensure updated case information is maintained.

7. Ensures all cases for relevant assigned Courts are effectively coordinated to ensure the smooth operations of the Court.

8. Participates in case conferences for discussion of issues arising out of cases to ensure readiness for trial.

9. Liaises with Police with regard to completion of case files to be heard to ensure effective disposal of cases.

10. Engages in research into criminal cases to be adjudicated in the High Court and Court of Appeal to ensure all pertinent information is available for effective disposal of cases.

11. Attends workshops, seminars and conferences organized by the Office of the Director of Public Prosecutions, Court of Appeal, Government Ministries, and other local, regional and international agencies to ensure the development of required competencies and skills.

12. Performs any other work-related duties as may be assigned by the Director of Public Prosecutions from time to time.

C. CONDITIONS

1. Congenial office accommodation is provided.

2. Institutional support will be provided through appropriate Civil Service Regulations, Statutory Instruments, Collective Agreements and Departmental Guidelines.

3. Opportunities exist for personal development and career advancement.

4. Required to operate office equipment by undertaking repetitive hand movements, fine motor coordination and sitting for prolonged periods.

5. Required to be present on the job and punctual for work, Court hearings, meetings and other official activities; and work beyond the normal working hours from time to time.

6. Required to remain current on developments in principles of Criminal Law, application and procedure.

7. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties.

8. Required to demonstrate a high level of political acuity.

9. Required to function in a regular travelling post with travel allowance provided in accordance with terms and conditions of employment.

10. Required to maintain a motor vehicle for the effective performance of duties.

11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Demonstrated compliance and application of Civil Service Regulations, Departmental Guidelines, Standard Operating Procedures, Pensions Act and general human resource, rules, regulations and policies.

2. Demonstrated application of job knowledge and/or technical expertise relevant to the job.

3. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.

4. Demonstrated accuracy, attention to detail, neatness and effectiveness of work assigned.

5. Demonstrated willingness to accept the responsibility and authority of the post; taking action and making sound decisions on matters associated with the post.

6. Demonstrated ability to effectively relate to internal and/or external clients; displaying respect, fairness, courtesy and consideration of client needs.

7. Demonstrated ability to analyse information, factors and alternatives to situations and problems to arrive at logical conclusions and implement appropriate solutions to ensure completion of assigned tasks.

8. Demonstrated time management skills and ability to complete assigned tasks in a timely manner; punctuality and presence for work, Court, meetings and appointments.

9. Demonstrated ability to work collaboratively; interact positively and communicate effectively with team members and internal and external clients and stakeholders.

10. Demonstrated ability to display self-reliance, creativity, initiative, innovation and ingenuity in effectively fulfilling the duties of the post.

11. Demonstrated ability to maintain confidentiality and flexibility in scheduling work assignments as priorities change and ability to manage time in a fast-paced environment.

12. Demonstrated level of political acuity and emotional intelligence in the conduct of duties

13. Demonstrated ability to remain current with legal knowledge and developments.

14. Demonstrated ability to apply legal principles, understand and adhere to court proceedings.

15. Demonstrated ability to effectively utilize legal research skill and techniques using various resources

16. Demonstrated ability to effectively analyze and present laws and legislation.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. Advanced knowledge of and ability to interpret the Laws of Saint Lucia.

2. Advanced knowledge of legal principles and Court procedures and practices.

3. Working knowledge and ability to interpret and apply Civil Service Rules and Regulations, Standard Operating Procedures, Staff Orders, Collective Agreements and Departmental Guidelines.

4. Proficient in computer literacy skills with ability to manipulate software applications such as word processing and data bases.

5. Decisiveness, soundness of judgment and clarity of presentation.

6. Ability to draft indictments and prepare legal submissions.

7. Advanced advocacy skills and ability to effectively plan, organize and manage time in a fast paced environment, meet deadlines and remain calm under intense pressure.

8. Advanced supervisory and leadership skills

9. Ability to function as a team leader, motivate, coach and mentor team members in the realisation of set goals.

10. Ability to effectively develop and maintain working relationships with management, colleagues, partners, members of the public and stakeholders at all levels.

11. Ability to exercise judgment, tact, diplomacy, impartiality, decisiveness and clarity in the execution of duties.

12. Expert oral, written communications and presentation skills and expert skills to accuracy and attention to detail.

F. QUALIFICATIONS AND EXPERIENCE

1. Master of Laws Degree plus a Certificate in Legal Education or equivalent plus three (3) years of experience in legal practice in particular in criminal law.

OR

2. Bachelor of Laws Degree plus Certificate in Legal Education or equivalent plus four (4) years of experience in legal practice in particular in criminal law.

G. REMUNERATION

Basic salary is at the rate of EC$86,033.88 per annum, plus the following allowances per annum:

Legal Allowance	$18,000.00
Travel Allowance	$7,620.00
Telephone	$291.00

Salary and allowances are exempt from income tax.

Twenty-three (23) days' vacation leave per annum

Twenty-five percent (25%) gratuity of basic salary (not including allowances) will be paid on a satisfactory completion of the contract.

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
Eastern Caribbean Supreme Court
Orange Grove Plaza
Bois d' Orange
P.O. Box 1093
Castries
Saint Lucia, West Indies.

To reach her no later than **Monday, 7th December 2026.**

NB: Applications may also be submitted via email to jlsc@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.