



JOB DESCRIPTION

JOB TITLE	LEGAL OFFICER		
JOB NO. / ID	Nasinu-002	DATE LISTED	22-September-2023
JOB LOCATION	NASINU TOWN COUNCIL		
ROLE PURPOSE	<p>The Legal Officer will be responsible for the provision of professional legal services for Nasinu Town Council, and not limited to:</p> <ul style="list-style-type: none"> Manage the Legal Section including Arrears. Recoveries and Enforcement Operations. Attend to all legal matters in the Council. Appear in Court for the Council, instituting actions for the Council and defending Council in all claims against it in the Magistrate's Court, High Court, Court of Appeal and Tribunals. Provide legal opinions and advice including review of legislation's. 		
DIVISION / DEPARTMENT	CORPORATE SERVICES	REPORTING REQUIREMENTS	MANAGER CORPORATE SERVICES
RENUMERATION	A competitive salary depending on qualifications and work experience will be offered to the successful candidate.		
POSITION DETAILS			
<input checked="" type="checkbox"/>	FULL-TIME	<input checked="" type="checkbox"/> CONTRACT	37 HOURS PER WEEK
<input type="checkbox"/>	PROJECT BASED	<input type="checkbox"/> ATTACHMENT	3 YEAR CONTRACT PERIOD
KEY RESPONSIBILITIES	<ol style="list-style-type: none"> 1.Be responsible for all the legal matters of the Council 2 Provide legal advise to the SA,Chief Executive Officer and other staff. 3. Preapre cases and handle prosecution of offenders 4. Assist the Council's Finance and Rates department in recovery of rates and other staff. 5.Responsible for prteparation of contactual documents for the Council's rental properties 6.Out sourcing of services or any other procurement for the Council 7.Responsible for handling matters for the Council in the Court of Law 8. Be a liaison officer for cases already referred to the solicitors 9. Be Responsible of handling legal affairs of the Council such as cases of infringement 10.Maintain records of all the cases and legal matters being handled for the Council 11.Prepare monthly reports for reporting to Council on update of cases and legal matters 12.Responsible for the overall in charge of the enforcement department of the Council 13. As when required to undertake any other tasks 		
KEY PERFORMANCE INDICATOR	<ol style="list-style-type: none"> 1. Timely comelion /closure of court actions 2. Problem Solving and complaints handling 3. Satisfying customers changing demands 4.Facilitating demands for socio-economic development for the People's Charter 5.Quick assesment of the effects of changing circumstances 6.Developing coping strategies that influence the positive contribution of various Sections 7.Spotting conflicts early on and resolving them to the satisfaction of all involved parties 8.The ability to quickly and independently process ideas and implement changes 9.Transparency and accountability 10.Internal Budget Control whilst not compromising standards 		
KNOWLEDGE AND WORK EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. The incumbent must have a high degree of drive, confidence, excellent communication and leadership skill with the ability to meet deadlines. 2. Must be a rational thinker and must exert some sense of maturity. 3. Has to be highly motivated. 4. Has to have good interpersonal skills. 5. Excellent verbal, analytical, organizational and written skills. 6. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders. 7.Be admitted to the Bar Legal Practitioners in Fiji 		
SKILL & ABILITIES	<ol style="list-style-type: none"> 1.High professional ethics and integrity 2.Good business acumen and interrelation skills 3.Have good oral and written communication skills 4.Ability to work under pressure and deliver within timeframe 5.Ability to handle difficult situations to achieve positive outcomes. 		
EDUCATION REQUIREMENTS	LLB Degree Minimum of 3 years of experiance in relevent field Mandatory Group 2 Drivers Licence☐		
PERSONAL CHARACTER	All applicants for employment Nasinu Town Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.		