



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Contract Position Title: <i>Associate Public Solicitor – Commercial & International Law</i>
Position Code: <i>AT001784</i>
Division: <i>Commercial and International Law Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>APS \$84,486 - \$92,320 p.a</i>
Duration of Contract: <i>3 years</i>

1. PERSONAL DETAILS			
NAME			
DATE OF BIRTH		GENDER	
NATIONALITY			
FAMILY STATUS (DEPENDENTS)			
ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
LANGUAGES			
HOBBIES			
COMMUNITY INVOLVEMENT			

2. ACADEMIC BACKGROUND (Most recent ones first)		
Dates	Institution/Country	Qualification Attained

3. OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)		
Dates	Institution/Country	Programme Title/Theme

4. WORK EXPERIENCE WITH REMUNERATION (Most recent employment first)		
Dates	Employer	Position (briefly list core functions)

5. PROFESSIONAL AFFILIATIONS/AWARDS

Dates	Organisation	Member/Award Status

6. PROFESSIONAL REFEREES (List at least 3)

Name	Position	Organisation & Contact Details

7. STATE HOW YOU MEET EACH SELECTION CRITERIA

<p>CRITERIA 1 Must have a Bachelor of Laws degree (“LLB”) from a recognised tertiary institution and is a registered member of the Samoa Law Society (Essential)</p>	
<p>CRITERIA 2 At least 5 years work experience as a lawyer with 3 years recent work experience in commercial and international law (Essential)</p>	
<p>CRITERIA 3 Demonstrated experience in preparing sound legal advice at a senior level (Essential)</p>	

<p>CRITERIA 4 High-level representation at international negotiations and/or meetings (Desirable)</p>	
<p>CRITERIA 5 Demonstrated experience in drafting complex legal documents (Essential)</p>	
<p>CRITERIA 6 Demonstrated in-depth understanding of the Government's Procurement and Operating Manual ("POM") and is familiar with international donors' procurement policies and/or practices (Essential); and</p>	
<p>CRITERIA 7 Leadership experience and demonstrated ability to effectively plan for and manage resources to achieve defined targets/ outputs in line with the mandated Corporate and Management Plans (Desirable)</p>	
8. GENERAL INFORMATION	
<p>Computer Literacy (list programmes and level of competency)</p>	
<p>Declaration of close relations to any individual who is currently employed at the Office of the Attorney General. Please list name/s and nature of relationship.</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	
<p>Possible start date if successful</p>	
9. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT	

10.	HOW DID YOU LEARN ABOUT THIS POSITION?
11.	CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. The Office of the Attorney General has the authority to seek verification of any information provided.
Signature	Date

The following documents must be attached to this Application Form:

- Curriculum Vitae
- Certified Copies of Qualifications

Applicants may attach copies of available Referee reports and other information they wish to provide to support their application

OFFICE OF THE ATTORNEY GENERAL
Job Description Form

Job Title: Associate Public Solicitor (“APS”)
Division: Commercial and International Law Division (“CILD”)
Salary Rate: APS \$84,486 - \$92,320
Location of Job: Tui Atua Tupua Tamasese Efi (“TATTE”) Building, Level 6
Responsible to: Assistant Attorney General (“AAG”) CILD

Primary Objectives

- To assist and manage the conduct of commercial and international law matters referred to the Office of the Attorney General (“OAG”) at the highest professional and ethical legal standards; and in accordance with directions from the Attorney General (“AG”) and the AAG CILD.

- To assist the AAG CILD by providing legal advice based on thorough research and quality analysis to ensure that the outputs and associated targets for the CILD are achieved to the highest possible standards in accordance with the OAG’s mandate and current Corporate and Management Plans.

Duties and Responsibilities

1. Assist the AAG CILD to manage and prepare all procurement and commercial law matters referred to the OAG that will result in well-prepared contracts that protect the Government’s best interests;

2. Assist the AAG CILD to manage and attend to all international negotiations and meetings on behalf of the Government as instructed by the AG from time to time;

3. Assist the AAG CILD to oversee the accurate and timely dissemination of all contracts and other legal documents as required by Government Ministries and/or State-Owned Enterprises (“SOEs”);

4. Assist the AAG CILD to identify areas of improvement for the timely delivery of legal services;

5. Assist the AAG CILD to develop and implement the Division’s Strategic Management Plan and Capability Plan in support of the OAG’s strategic policy directions;

6. Assist the AGG CILD to provide legal training and/or support to junior lawyers and In-House Counsels on areas of interest with regard to procurement, commercial and international law matters;

7. Assist the AAG CILD to manage the Division’s work through regular face-to-face meetings;

8. Assist the AAG CILD to prepare relevant guidelines and policies that will act as an aide for the CILD on commercial and international law issues;

9. Advise the AAG CILD on ways to improve the management of the Division’s assets so these are properly allocated and accounted for;

10. Assist the AAG CILD to identify priority budget requirements for the Division's annual submission of performance measures and budgetary provisions and manage the Division's finances in line with prevailing Government policies and mandates;
11. Provide sound legal advice at a senior level and representation to the OAG's clients; and
12. Participate in the management of the Division and/or the OAG in place of the AG or the AAG CILD as may be required from time to time.

Selection Criteria

1. Must have a Bachelor of Laws degree ("LLB") from a recognised tertiary institution and is a registered member of the Samoa Law Society (**Essential**);
2. At least 5 years work experience as a lawyer with 3 years recent work experience in commercial and international law (**Essential**);
3. Demonstrated experience in preparing sound legal advice at a senior level (**Essential**);
4. High-level representation at international negotiations and/or meetings (**Desirable**);
5. Demonstrated experience in drafting complex legal documents (**Essential**);
6. Demonstrated in-depth understanding of the Government's Procurement and Operating Manual ("POM") and is familiar with international donors' procurement policies and/or practices (**Essential**); and
7. Leadership experience and demonstrated ability to effectively plan for and manage resources to achieve defined targets/ outputs in line with the mandated Corporate and Management Plans (**Desirable**).