

**OFFICE OF THE ATTORNEY GENERAL**  
**Job Description Form**

**Job Title:** Principal State Solicitor  
**Division:** Commercial and International Law Division (“CILD”)  
**Salary Rate:** L17/1-L17/4 **\$65,869 - \$73,804** p.a  
**Location of Job:** Tui Atua Tupua Tamasese Efi (“TATTE”) Building, Level 6  
**Responsible to the:** Assistant Attorney General (“AAG”) CILD

**Primary Objectives**

To support and assist the AAG CILD at a senior level by providing efficient and quality legal services.

**Duties and Responsibilities**

1. Provide sound legal advice at a senior level based on thorough legal research;
2. Senior level representation of the Office of the Attorney General (“OAG”) on instructions from the Attorney General (“AG”), AAG CILD or Associate Public Solicitor (“APS”);
3. Prepare and thoroughly review contracts (commercial and international) that are referred to the OAG for legal review and clearance;
4. Assist the AAG CILD in international negotiations and meetings on behalf of the Government as instructed by the AG from time to time;
5. Attend tender evaluation meetings and contact negotiations as may be directed by the AAG CILD;
6. Assist the AAG CILD and/or APS to provide trainings and mentoring for junior lawyers;
7. Actively identify areas of improvement for the timely delivery of services as may be directed by the AAG CILD;
8. Assist in the management of the Division in place of the AAG CILD if and when required; and
9. Undertake any other duties as may be required by the AG or AAG CILD.

**Selection Criteria**

1. Must have a Bachelor of Laws (“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 (**Essential**) with some experience in commercial and/or international law (**Desirable**);
3. Understands the legislative mandate for the OAG and Government procurement (**Essential**);
4. Demonstrated experience in preparing sound legal advice at a senior level (**Essential**);

5. Has working knowledge of the Government's Procurement and Operating Manual ("POM") and is familiar with international donors' procurement policies and/or practices (**Essential**);
6. Demonstrated experience in preparing and reviewing contracts at a senior level (**Essential**);
7. Excellent leadership skills with demonstrated experience (**Essential**);
8. Is able to work unsupervised but can also work in a team when required (**Desirable**);
9. Has a positive outlook and is willing to learn new things (**Desirable**); and
10. Has great communication skills and demonstrated experience in meeting tight deadlines (**Essential**).