



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Position Title: <i>Associate Legislative Drafter</i>
Position Code: <i>AT001782</i>
Division: <i>Legislative Drafting Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>APS \$84,486 - \$92,320</i>

1.	PERSONAL DETAILS		
NAME			
DATE OF BIRTH		GENDER	
NATIONALITY			
FAMILY STATUS (DEPENDENTS)			
POSTAL 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	
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Dates	Organisation	Member/Award Status

6.	PROFESSIONAL REFEREES (List at least 3)	
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Name	Position	Organisation & Contact Details

7.	STATE HOW YOU MEET EACH SELECTION CRITERIA	
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<p>CRITERIA 1 At least 7 years as a Solicitor with 5 years of legislative drafting experience (ESSENTIAL)</p>	
<p>CRITERIA 2 Must be a qualified Legal Practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa (ESSENTIAL)</p>	
<p>CRITERIA 3 Demonstrated ability in drafting and preparing legislative bills, regulations, orders, and other statutory instruments (ESSENTIAL)</p>	

<p>CRITERIA 4 Demonstrated ability in consulting with Ministries on the development of any new legislation and review of any existing legislation (ESSENTIAL)</p>	
<p>CRITERIA 5 Demonstrated ability in leading, mentoring and supervising the legislative drafting work of less qualified legislative drafters and graduate lawyers (ESSENTIAL)</p>	
<p>CRITERIA 6 Demonstrated ability to provide well-reasoned, technically accurate, practical and timely legal advice (ESSENTIAL)</p>	
<p>CRITERIA 7 Demonstrated ability to work within a team (ESSENTIAL)</p>	
<p>CRITERIA 8 Knows the protocols and formalities of addressing members of Parliament and Heads of Government Ministries/ Corporations in the Samoan language (ESSENTIAL)</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 Legislative Drafter

Division: Legislative Drafting Division

Salary Rate: APS \$84,486 - \$92,320

Location of Job: OAG Office, TATTE Building, Level 6 SOGI

Responsible to the: Attorney General through the Assistant Attorney General for Legislative Drafting Division.

Primary Objectives

- To prepare legislation that is effective, appropriate, and achieves its intended purpose according to the highest standards of professionalism and within the required timelines. Additionally, to assist in mentoring young Legislative Drafters and monitoring Legislative Drafting projects/instructions, in accordance with the allocation of requests from Government Ministries and Government Corporations as referred by the Assistant Attorney General for Legislative Drafting.

Duties and Responsibilities

1. Report to the Attorney General/Assistant AG for Legislative Drafting on all work undertaken by the Division for Government Ministries & Corporations.
2. Draft and prepare Legislative Bills, Regulations, Orders, and Statutory Instruments in accordance with Legislative instructions for consideration by Ministries, the Attorney General and Cabinet.
3. Conduct second counsel reviews for all work undertaken with a first counsel.
4. Advise Ministries on legislative options available to achieve their purposes and the issues requiring policy decisions and direction to ensure that any draft legislation is practical and effective.
5. Manage and monitor allocation of projects for Ministries and (legislative drafting projects) within the Division.
6. Represent the Office of the Attorney General in Parliament, Parliament Select Committee, various Boards and Committees for Ministries.
7. Assist or represent the Attorney General in the absence of the Assistant Attorney General for Legislative Drafting when appearing before Select Committees of Parliament to discuss Bills.
8. Support the Assistant Attorney General in conducting projects involving legislative drafting aspects to promote the development of legislative drafting within the Attorney General's Office.
9. Take charge of the Legislative Drafting Division interchangeably with any other Senior Legislative Drafter when the Assistant Attorney General for Legislative Drafting is absent from the Office.
10. Mentor and supervise young and novice Legislative Drafters in the area of Legislative Drafting, and provide basic Legislative Drafting Training and the work of the Division.
11. Provide accurate and timely legal advice to support Ministries whenever required.
12. Provide accurate and timely legal advice and support to the Office of the Attorney General as and when required.
13. To perform any other function or duty as instructed by the Attorney General or the Assistant Attorney General for Legislative Drafting Division for any other Division in the Office.

Selection Criteria

1. At least 7 years as a Solicitor with 5 years of Legislative Drafting experience (Essential)
2. Must be a qualified Legal Practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa (Essential)
3. Demonstrated ability in drafting and preparing legislative bills, regulations, orders, and other statutory instruments (Essential)
4. Demonstrated ability in consulting with Ministries on the development of any new legislation and review of any existing legislation (Essential)
5. Demonstrated ability in leading, mentoring and supervising the legislative drafting work of less qualified legislative drafters and graduate lawyers (Essential)
6. Demonstrated ability to provide well-reasoned, technically accurate, practical, and timely legal advice (Essential)
7. Demonstrated ability to work within a team (Essential)
8. Knows the protocols and formalities of addressing members of Parliament and Heads of Government Ministries/Corporations in the Samoan language (Essential)