



Office of the Attorney General
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:
Position Title: <i>Senior State Solicitor – Commercial & International Law</i>
Position Code: <i>AT001773</i>
Division: <i>Commercial & International Law Division</i>
Location: <i>OAG, TATTE Building, Level 6</i>
Salary Rate: <i>A14/4-A15/4 (\$44,814 - \$50,547)</i>

1.	PERSONAL DETAILS		
TITLE			
FULL NAME			
DATE OF BIRTH		GENDER	
NATIONALITY			
MARITAL STATUS			
# OF (DEPENDENTS)			
POSTAL ADDRESS		E-MAIL ADDRESS	
CURRENT PLACE OF RESIDENCE			
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME			
LANGUAGES			
HOBBIES			
COMMUNITY INVOLVEMENT			

2.	ACADEMIC BACKGROUND <i>(please list the most recent ones first)</i>	
Dates	Institution/Country	Qualification Attained

3.	OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES/ TRAININGS ATTENDED <i>(Please state only those that are relevant to this position)</i>	
Dates	Institution/Country	Programme Title/Theme

4. WORK EXPERIENCE WITH REMUNERATION <i>(Please list your most recent employment first)</i>		
Dates	Employer	Position (briefly list core functions)

5. PROFESSIONAL AFFILIATIONS/AWARDS <i>(Please list your most recent award)</i>		
Dates	Organisation	Member/Award Status

6. PROFESSIONAL REFEREES <i>(Please list at least 3 referees with genuine contact(s) phone number, email address & location)</i>		
Name	Position	Organisation & Contact Details

7. STATE HOW YOU MEET EACH SELECTION CRITERIA	
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)	
CRITERIA 2 At least 2 years work experience as a lawyer (Essential)	
CRITERIA 3 Understands the legislative mandate for the OAG and Government procurement (Essential)	

<p>CRITERIA 4 Demonstrated experience in preparing and reviewing contracts at a senior level (Essential)</p>	
<p>CRITERIA 5 Demonstrated experience in providing sound legal advice at a senior level (Essential)</p>	
<p>CRITERIA 6 Has a good understanding of the Government’s Procurement and Operating Manual (“POM”) and is familiar with international donors’ procurement policies and/or practices (Essential)</p>	
<p>CRITERIA 7 Is able to work unsupervised but can also work in a team when required (Desirable)</p>	
<p>CRITERIA 8 Has a positive can-do attitude and willingness to learn new things (Desirable); and</p>	
<p>CRITERIA 9 Has great communication skills and demonstrated experience in meeting deadlines (Desirable)</p>	
8.	GENERAL INFORMATION
Computer Literacy <i>(list programmes and level of competency)</i>	
Declaration of close relations to any individual who is currently employed at the Office of the Attorney General. <i>Please list name(s) and nature of relationship.</i>	
Discipline Record <i>(list past employment disciplinary cases or criminal convictions, if any)</i>	
Possible start date if successful	
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: Senior State Solicitor
Division: Commercial and International Law Division (“CILD”)
Salary Rate: A14/4 – A15/4 \$44,814 - \$50,547
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;
2. Represent the Office of the Attorney General (“OAG”) at a senior level on instructions from the AG or AAG CILD;
3. Assist with and attend tender evaluation meetings and contract negotiations as may be directed by the AAG CILD;
4. Prepare and thoroughly review contracts (commercial and international) that are referred to the OAG for legal review and clearance;
5. Assist the AAG CILD and/or Associate Public Solicitor (“APS”) to provide trainings and mentoring for junior lawyers;
6. Actively contribute to identify areas of improvement for the timely delivery of legal services as may be directed by the AAG CILD;
7. Conduct thorough legal research at a senior level as directed by the AAG CILD; and
8. Undertake any other duties as may be required by the AG or AAG CILD.

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 2 years work experience as a lawyer (**Essential**);
3. Understands the legislative mandate for the OAG and Government procurement (**Essential**);
4. Demonstrated experience in preparing and reviewing contracts at a senior level (**Essential**);
5. Demonstrated experience in providing sound legal advice at a senior level (**Essential**);

6. Has a good understanding of the Government's Procurement and Operating Manual ("POM") and is familiar with international donors' procurement policies and/or practices (**Essential**);
7. Is able to work unsupervised but can also work in a team when required (**Desirable**);
8. Has a positive can-do attitude and willingness to learn new things (**Desirable**); and
9. Has great communication skills and demonstrated experience in meeting deadlines (**Desirable**).