

# GOVERNMENT OF THE REPUBLIC OF VANUATU

## Office of the Public Solicitor

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## Bureau de l'Avocat

### Advertisement for the Position of Assistant Solicitor

The office of the Public Solicitor is seeking to recruit a suitably qualified Ni – Vanuatu person to the post of Assistant Solicitor for its Shefa Office to start after 26<sup>th</sup> July 2024.

**Position:** Assistant Solicitor **Post No:** 10029

**Roles:** To provide legal representation and advice to clients in criminal and civil proceedings in the Magistrates Court and Supreme Court.

#### **Duties and responsibilities:**

- The Assistant Solicitor is responsible for providing legal representation and advice to the needy people of Vanuatu and especially Shefa Province.
- Ensure the relevant eligibility test is applied to clients in civil and criminal matters.
- Provide legal advice and representation in criminal matters including bail applications, Preliminary Inquiry/Committal hearings, Magistrate and Supreme Court trial. Appear with more senior lawyers in Supreme Court trials
- Provide legal advice and representation in civil matters including contract, employment, probate, family law, land lease, fatal accident, debt recovery, personal injury and other civil cases.
- Regularly attend Correctional Centres to provide advice to clients.
- Contribute to the planning and delivery of legal awareness & education workshops in Shefa provincial areas.
- Effectively communicate with other justice sector stakeholders including the Court Registries, Office of the Attorney General, Public Prosecutor's Office, State Prosecution

Department, Vanuatu Women's Centre, Family Protection Unit, Vanuatu Police Force and the Department of Correctional Services.

- Effective file management, including operation of the PSO Case Management System.
- Working knowledge of Vanuatu legislation and case law and strong legal research skills.
- Attend Magistrate and Supreme Court circuit tours and prepare Court Tour reports

**Qualification requirements:**

- Must possess a Degree in Law from a recognized university
- Meet all requirements under the Public Solicitor's Act and the Legal Practitioners' Act as amended

**Special skills and Experience**

- Good analysis, advocacy, problem solving and legal research skills
- Effective time management, communication and organizational skills
- Ability to work in a small team environment with a high workload.
- Understanding of lawyer client confidentiality requirements.
  
- Ability to deal sensitively with clients facing difficult legal problems.
  
- Must be proficient in English, Bislama (French is an advantage)
  
- Have ability to prioritize tasks and work under pressure
- Knowledge of Public Solicitor's Act and policies
- Must be medically fit and willing to work outside normal working hours or travel when required.

**Salary:** 2,042,700 VT (per annum) and other allowances

All applications should be received before 26<sup>th</sup> July 2024, addressed to

**“The Public Solicitors Office, P.o. box 794,Port Vila, Efate, Shefa Province, Vanuatu” or  
Send through email [PSO-Admin@vanuatu.gov.vu](mailto:PSO-Admin@vanuatu.gov.vu)**