

JUDICIAL SERVICE COMMISSION



Vacancy Position of the Public Solicitor of the Republic of Vanuatu

The Judicial Service Commission is seeking to recruit a suitably qualified person to the post of the Public Solicitor for the Office of the Public Solicitor to start immediately.

Position: Public Solicitor

Post No: 10020

Salary Level: SPL 9.5

Employment Status: Contract of five (5) years

Statutory Agency: Office of the Public Solicitor

Ministry: Ministry of Justice, Youth and Community Services

Role:

The Public Solicitor is responsible for providing the highest level of legal representation and advice to clients and effectively providing high level executive managerial role overseeing the entire administration of the office of the Public Solicitor. The Public Solicitor is responsible for providing effective legal, administration, and financial guidance to ensure efficient and effective quality legal service is accessed by the needy people of the Republic of Vanuatu.

Duties & Responsibilities:

- Ensures the effective and efficient administration and financial operation of the overall office
- Responsible for the allocation and managing of all Criminal and Civil Appeals to the Court of Appeal

- Ensures the relevant eligibility test is applied to clients in civil and criminal matters
- Responsible for the delegation of responsibilities where appropriate
- Responsible for petitioning of Admission of legal officers to the Supreme Court
- Directs and ensures the development and implementation of policy direction and strategic planning for the Office of the Public Solicitor
- Effectively communicate and maintains a professional network with other justice sector stake holders
- Endorse appointment recommendations by the recruitment panel and make recommendations to the Judicial Services Commission and the Public Service Commission for appointment
- Provide supervisory leadership and mentoring roles over all officers
- Promote and provide professional development for colleagues
- Lead policy directions, inter-Agency & Justice Sector Policy Coordination
- Lead and coordinate Budgetary & Resource Allocation Policy
- Establish Strategic Direction of the Agency
- Approve New Policy Initiatives and Supplementary Budgets for the office
- Approves and Submits the Office Annual Report to the Parliament
- Represents the Office of the Public Solicitor Office before the Parliamentary Standing Committee or any relevant public institutions whenever required.

Qualification requirements:

- Must possess Master Degree in Law or from any recognized tertiary institutions of similar qualifications;
- Be admitted to practice law in Vanuatu
- Excellent Knowledge of Vanuatu Legislation and case laws
- Between 10 to 15 years of legal (Litigation) and managerial experience
- Meet all requirements under the Public Solicitor's Act and the Legal Practitioners' Act (as amended)

Special skills and Experience

- High level of advocacy skills, analytical skills, problem solving and legal research skills
- Has high level managerial and leadership skills
- Knowledgeable in the Government Systems
- Highly effective time management, communication and organizational skills
- Understanding of lawyer client confidentiality requirements.
- Ability to deal sensitively with clients facing difficult legal problems.
- Must be Fluent in English, or French and Bislama
- Knowledge of Public Solicitor's Act and policies
- Must be medically fit and willing to work outside normal working hours or travel when required.
- An honest individual and maintains a high level of integrity

Applications must be received by close of business on 31 December 2025 and should be addressed to:

The Secretary
Judicial Service Commission
c/PMB 9041,
Port Vila, Efate
Republic of Vanuatu
Tel: 678-26715 [m] 7744066 - Email: jshemi@vanuatu.gov.vu

