



## **ATTORNEY GENERAL'S MINISTRY VACANCY NOTICE**

Suitably qualified applicants are invited to fill the position of:

### **DEPUTY SOLICITOR GENERAL, LITIGATION UNIT**

Applicants for the position of Deputy Solicitor General:

- a) must possess a Bachelor of Laws Degree from a recognized institution; and a Legal Education Certificate or equivalent from a recognized institution;
- b) be qualified to practice as an attorney-at-law in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters; and
- c) has been qualified for 12 or more years to practice in such a court; and
- d) be called to the Bar in a Commonwealth country and possess specialized training in any specific area; and
- e) must be in good health; and
- f) must be a person who conducts himself at all times, both in his professional and in his personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Qualifications required:

- a) Bachelor of Laws Degree (LL.B Degree) from a recognized institution; and
- b) Legal Education Certificate or equivalent from a recognized institution.

Applicants are also expected to possess a high level of personal integrity.

Interested persons may submit an application package including an application letter, curriculum vitae, two (2) reference letters, and all other relevant documentation to:

**The Secretary, Judicial and Legal Services Commission**  
**Ground Floor, Sir. Edney Cain Building**  
**Belmopan, Cayo District, Belize, CA.**  
**Tel: 501-822-2204 or 822-2235**  
**email address: ceo@mps.gov.bz**

Deadline for receipt of applications: **August 31, 2025**

Note: Only suitably qualified applicants will be acknowledged.

The Commission is not bound to make an appointment from among those persons who apply.

### **Terms of Reference**

#### **Deputy Solicitor General, Litigation Unit**

##### ***Civil Litigation***

- Supervising, guiding and counseling Crown Counsel and legal staff engaged in the Litigation Unit
- Overseeing the day-to-day operations of the Litigation Unit
- Reviewing outputs from Senior Crown Counsel and Crown Counsel
- Preparing complex draft pleadings, summonses, affidavits and other legal documents for filing in court; preparing briefs and instructing advocate counsel in Magistrates Court, High Court, Court of Appeal and the Caribbean Court of Justice
- Preparing, vetting and drafting various legal documents inclusive but not limited to leases, agreements, licences, memoranda of understanding
- Preparing legal opinions for the Attorney General, the Cabinet and the Governor General of Belize, as requested
- Providing legal opinions to the Police Department, the constitutional commissions and the Belize Advisory Council, as requested

- Preparing advice for ministries, departments of government and other government offices in less complex civil matters
- Assisting the Solicitor General with the formulation of the policies, the mission and vision of the Attorney General Ministry to strengthen the Litigation Unit
- Representing the State in complex constitutional and other civil legal proceedings
- Researching and reviewing laws, evidence and judgments
- Advising the Attorney General and Solicitor General on whether matters should be settled or whether matters should be appealed
- Assuming the conduct of civil litigation matters on behalf of the Crown by appearing on behalf of the State in constitutional and other civil matters and in interlocutory proceedings at the Magistrate's Court, High Court, Court of Appeal and Caribbean Court of Justice
- Presenting oral and written legal submissions to the Courts
- Preparing written submissions
- Undertaking research on behalf of the Solicitor General and Attorney General
- Participating in Alternative Disputes Resolution in order to amicably resolve civil matters involving the Crown
- Serving on various committees as directed by the Solicitor General
- Liaising with Senior Crown Counsel and Crown Counsel on matters affecting Litigation Unit
- Ensuring familiarity with major matters involving the Ministry
- Conducting training of legal staff and personnel, where necessary, and as requested by the Attorney General or Solicitor General
- Participating or assisting in training workshops and seminars and attending relevant workshops.

### ***General***

- Preparing Cabinet memoranda as requested
- Representing the Ministry at court, parliament, meetings, committees and/or other fora, as requested

- Providing information to the public on legal matters in assigned areas through lectures, presentations and reading material
- Performing other duties as may be required.