



ATTORNEY GENERAL'S MINISTRY VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

SENIOR CROWN COUNSEL, LITIGATION UNIT

Applicants for the position of Crown Counsel:

- 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 five 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, experience and training required:

- a) Five or more (5+) years' experience as a practicing attorney-at-law;
- b) Bachelor of Laws Degree (LLB Degree) from a recognized institution; and
- c) 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, CV, 2 reference letters, and all relevant achievement 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: **June 30, 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

Senior Crown Counsel, Litigation Unit

Civil Litigation

- Supervises, guides and counsels Crown Counsel and legal staff engaged in performing civil law work;
- Assists the Deputy and Assistant Solicitors General in the day-to-day operations of the Unit;
- Assists the Deputy and Assistant Solicitors General in the review of outputs from Crown Counsel;
- Prepares complex draft pleadings, summonses, affidavits and other legal documents for filing in court;
- Prepares briefs and instructs advocate counsel in Magistrates Court, High Court, Court of Appeal and the Caribbean Court of Justice;
- Prepares, vets and drafts various legal documents including but not limited to leases, agreements, licences, memoranda of understanding, contracts, notarial documents, etc.;

- Prepares legal opinions on complex matters for the Attorney General, Solicitor General, the Cabinet and the Governor General of Belize;
- Provides legal opinions to all Ministries/Departments and other Government offices in complex civil matters;
- Prepares and represents the State on Bills of Costs and reviews;
- Represents the State in complex constitutional and other civil legal proceedings;
- Researches and review laws, evidence and judgments;
- Recommends to the Attorney General or Solicitor General on settlement or appeal of matters;
- Assumes the conduct of litigation matters on behalf of the Crown by appearing on behalf of the Crown 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;
- Presents oral and written legal submissions to the Courts;
- Prepares written submissions;
- Undertakes research on behalf of the Solicitor General, Deputy Solicitor and Attorney General;
- Participates in Alternative Dispute Resolutions in order to amicably resolve civil matters involving the Crown;
- Sits and serve on various committees as directed by the Solicitor General;
- Assists in the preparation of cabinet notes;
- Represents the Ministry/Department at court, parliament, meetings, workshops, conferences and other fora, regionally and internationally;
- Participates or assists in training workshops and seminars and attends relevant workshops;
- Performs such other duties as may be assigned from time to time within the scope of responsibility as a senior crown counsel.

General

- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material;
- Copies and collates relevant documents ;
- Possesses general knowledge of Court Procedure Practice;
- Possesses the ability to conduct in-depth research;
- Possesses the ability to prioritize assignments and to work under pressure in order to meet deadlines;
- Possesses the ability to communicate, coordinate and work closely with government ministries, departments and bodies;
- Possesses strong analytical and writing skills;
- Possesses an appreciation of confidentiality and of political and diplomatic sensitivities.