

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Legal Drafter II, Attorney General's Chambers, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE	:	Legal Drafter II
REPORTS TO	:	Director of Legislative Drafting
SUPERVISES	:	N/A
CLASSIFICATION	:	GRADE 16

A. RELATIONSHIP AND RESPONSIBILITIES

1. Works under the direction and reports to the Director of Legislative Drafting in performing duties and tasks.
2. Required to respond whenever necessary to the Director of Legislative Drafting, Attorney General and Permanent Secretary on matters related to work.

B. DUTIES AND TASKS

1. Drafts primary and secondary legislation.
2. Liaise with the various Ministries or other appropriate body for proper instructions and clarification of instructions.
3. Attends meetings at various government ministries, or appropriate bodies to discuss legal issues and draft-related issues in order to formulate new legislation or to amend existing legislation.
4. Undertakes research to determine the impact of existing laws on proposed legislation.
5. Attends sittings of the House of Assembly and advised the Attorney General on matters relating to Bills before the House.

6. Represents the Legislative Drafting Unit at local, regional and international workshops, conferences, and seminars to participate in discussions relating to proposed legislation.
7. Prepares regular reports on work in progress.
8. Performs such other duties as may be assigned from time to time by the Attorney General, the Director of Legislative Drafting and the Permanent Secretary.

C. CONDITIONS

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Suitable office accommodation provided.
4. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements and Terms and Conditions of Employment.
5. Institutional supports is provided through Civil Service Regulations, Statutory Instruments and Agency guidelines.
6. Opportunities exist for career and personal development.
7. This post is non-pensionable.

D. EVALUATION METHOD

Work performed will be evaluated on the basis of the following:

1. Ability to effectively carry out duties and responsibilities in keeping with the job description.
2. Demonstrated ability to solve problems with appropriate solutions.
3. Ability to follow the rules and procedures as specified in the Operations Manual.
4. Demonstrated ability to organize and prioritize work assignments.

5. Demonstrated ability to work independently on multiple projects and tasks within reasonable timelines.
6. Works as part of a team.
7. Punctuality and consistent attendance at work.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A sound working knowledge of the laws and statutes of Saint Lucia.
2. Familiarization with the Department's Drafting Manual.
3. Ability to interpret legislation, Civil Service Rules and Regulations and Operating Procedures, Staff Orders Collective Agreements.
4. Demonstrates intermediate drafting skills.
5. Demonstrates basic interpersonal skills.
6. Intermediate computer skills.
7. Intermediate advocacy skills.
8. Effective communication skills (oral and written).
9. Ability to gather appropriate information/undertake research for the purpose of drafting legislation.

F. QUALIFICATIONS AND EXPERIENCE

1. A Bachelor of Law Degree from a recognized University with at least three (3) years experience as a Legislative Drafter.
2. A Legal Education Certification or equivalent qualification.
3. Post Graduate Certificate in Legislative Drafting.
4. A Legal Practice certificate recognized in Saint Lucia.

G. SALARY AND ALLOWANCES

Basic salary is at the rate of EC\$73,901.16 per annum, plus the following allowances per annum:

Legal Allowance	\$12,000.00
Travel Allowance	\$7,620.00
Telephone	\$291.00

Salary and allowances are exempt from income tax.

Applications, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach him no later than **Friday, 21st July 2023.** .

NB: Applications may also be submitted via email to jlsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.