

***Job Description – Associate Public Prosecutor–District Court and Other Government Ministries***

<b>Position</b>	Associate Director of Public Prosecutions – District Court and Other Government Ministries
<b>Ministry</b>	National Prosecution Office
<b>Division</b>	District Court and other Government Ministries

**Position Purpose**

The position's main purpose is to assist the Assistant Director of Public Prosecutions in achieving these core functions of the National Prosecution Office that includes:

- (a) to review and advise other Government Ministries or statutory bodies (other than the police) on criminal matters
- (c) to conduct prosecutions for other Government Ministries (other than the police);
- (d) to conduct prosecutions in the District Court as per request from other Division Team Leaders;
- (e) to review and advise on Mutual Legal Assistance on Criminal Matters;
- (f) to review all laws related to criminal law or prosecution and provide comments or policy on these laws
- (f) to assist in carrying out other functions conferred under the National Prosecution Act 2015 or any other enactment or as are prescribed by regulations.

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**Responsible To**

- (a) The Director of Public Prosecutions

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**Duties/Responsibilities**

**General**

- To conduct prosecution of offences, appeals and perform functions outlined under the National Prosecution Office Act 2015 and the Constitution;
- Provide high quality legal advice on criminal matters to all Government Ministries and organisations;
- Attend meetings (both local and overseas) as required from time to time;
- Assist in submitting the Annual Report on the operations of the National Prosecution Office no later than 3 months after the end of each financial year;
- Perform all duties set out Public Finance Management Act 2001.

**Position Specific**

- Lead, undertake and manage the core functions and work of the Division in order to foster quality assurance and ethical standards of all services and ensure the provision and presentation of well prepared accurate and practical criminal legal advice
- Oversee the accuracy and timely dissemination of legal advice on criminal matters and relevant information as well as liaise with all Government Ministries and stakeholders in identifying areas requiring improvement in the delivery of Government's legal services at the direction of the Director of Public Prosecutions
- Develop and implement the Division's Strategic Management Plan and Capability Plan in support of the National Prosecution Office's strategic policy directions
- Monitor and provide investigations and prosecutions training to other Government Ministries with offence provisions in their respective legislation

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- Undertake the development of policy and criminal law reforms necessary for improvement of the criminal law and justice sector
- Advise the Director of Public Prosecutions on the management of the Division’s development work and progress through regular verbal and written reports
- Identify critical concerns for policy development and strategic advice focusing on the preparation of guidelines, policies and protocols in particular on criminal prosecutions, proceeds of crime, and appeals.
- Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all District Courts criminal investigations and prosecution services and activities
- Identify priority budgetary requirements for the Division’s annual submission of performance measures and budgetary provisions and manage the Division’s finances in line with prevailing policies and mandates
- To provide support to the other teams in the Office as and when directed by the Director of Public Prosecutions or sought by other team leaders.
- Develop international network of lawyers to support and assist the National Prosecution Office.

**Position Specific competencies**

<b>Skills &amp; Abilities</b>	
<i>Strategic Thinking</i>	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the organization and inspires a sense of shared purpose and direction.</li> <li>▪ Drives the organization’s vision and long-term direction to achieve government and agency objectives and ensure improved services to the community.</li> <li>▪ Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions.</li> <li>▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the organisation.</li> </ul>
<i>Building relationships</i>	<ul style="list-style-type: none"> <li>▪ Drives a culture of collaboration, participation and values diverse viewpoints to enhance operations.</li> <li>▪ Recognizes importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>▪ Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement.</li> <li>▪ Empowers, mentors and engages in activities to sustain morale.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.</li> </ul>
<i>Achieves results</i>	<ul style="list-style-type: none"> <li>▪ Drives activities that support organizational sustainability, operational efficiency and flexible resource management.</li> <li>▪ Engenders a culture of accountability and transparency.</li> <li>▪ Optimizes professional expertise to improve overall performance and delivery of organizational &amp; Divisional outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> <li>▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>▪ Drives an efficient and effective system of reporting progress and evaluation results.</li> </ul>
<b>Personal Attributes</b>	
<i>Integrity and Honesty</i>	<ul style="list-style-type: none"> <li>▪ Provides impartial and forthright advice.</li> <li>▪ Models high standard of ethics and probity.</li> <li>▪ Is widely trusted and seen as a direct, truthful and courageous individual.</li> <li>▪ Serves the Government of the day irrespective of personal preferences.</li> <li>▪ Exemplifies integrity and personifies the Samoan Public Service Values</li> </ul>
<i>Commitment &amp; Personal Drive</i>	<ul style="list-style-type: none"> <li>▪ Displays personal commitment to the purpose and philosophy of the public service as seen through personal drive, focus and energy.</li> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Is prepared to make tough corporate decisions to achieve desired outcomes.</li> <li>▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.</li> </ul>
<i>Intellect and Judgment</i>	<ul style="list-style-type: none"> <li>▪ Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting whole-of-government agenda and impacts on the organization.</li> <li>▪ Shows levels of high analytical, conceptual and innovative thinking.</li> <li>▪ Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance organizational performance.</li> <li>▪ Anticipates implications and applies effective judgment to develop solutions.</li> </ul>

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## **Experience Level**

### *Compulsory criteria*

- (a) The person must have at least 6 years of practise in law
- (b) The person must have experience in leadership and management
- (c) The person must have a good understanding of law reform, development of laws in Samoa and the relevant laws in other Government Ministries (other than police) related to the functions of the National Prosecution Office
- (d) The person must have a good understanding of criminal procedural laws in Samoa

### *Beneficial criteria*

- (a) The person to have a good understanding of court procedures in Samoa
- (b) The person to have a good understanding of the development of policy, vision and strategic planning

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- (c) The person to have experience in legal drafting
- (d) The person to have experience in dealing with Government Ministries and organisations

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**Academic Qualification**

A Degree in Law and currently admitted or is eligible for admission to the Supreme Court of Samoa. Other academic qualifications and achievements will also be considered.

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**Remuneration & Term**

- (a) The position is for a term of three (3) years.
  - (b) The salary for the position is **SAT \$74,357 - \$81,252.00 per annum** before tax. This amount is inclusive of 6% employer contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.
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