



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
THE PRIME MINISTER'S OFFICE
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

November 29, 2022

VACANCY NOTICE

CROWN COUNSEL I (ATTORNEY-GENERAL'S OFFICE)

The Human Resource Management Department on behalf of the Attorney-General's Office wishes to invite persons to apply for the position of **Crown Counsel I (Junior Crown Counsel)** on a full-time basis.

A. Duties and Responsibilities

1. Representing the Government of Saint Christopher (Saint Kitts) and Nevis in all civil matters before the Magistrates' Court, High Court and Court of Appeal.
2. Providing assistance to Crown Counsel II (Senior Crown Counsel) in the conduct and progress of litigation matters.
3. Conducting legal research and providing legal advice to Ministries, Government Departments and Statutory Corporations.
4. Drafting and vetting Deeds and Agreements, Memoranda of Understanding, Contracts and Notarial documents.
5. Vetting Agreements with foreign governments and agencies.
6. Processing mutual legal assistance requests and letters rogatory.
7. Providing advice on treaty and international obligations.
8. Appearing in disciplinary matters before the Public Service Commission and the Public Service Board of Appeal.
9. Representing the Attorney-General's Office on various committees, authorities and other statutory boards established by the Government.
10. Representing the Government at workshops, conferences and other meetings locally and overseas.
11. Performing such other duties as may be assigned from time to time by the Attorney-General and Solicitor-General.

B. Minimum Qualifications and Experience

1. Bachelor of Laws Degree.
2. Legal Education Certificate issued by one of the three Caribbean Council of Legal Education Law Schools.

C. Skills, Knowledge and Abilities

1. Sound working knowledge of the Laws of Saint Kitts and Nevis.
2. Sound working knowledge of, and ability to, interpret legislation, rules and orders.
3. Sound working knowledge of the Civil Procedure Rules.
4. Sound knowledge of legal principles, practices and proceedings.
5. Sound knowledge of government procedures and practices.
6. Ability to communicate persuasively and clearly both orally and in writing.
7. Self-motivated and proven ability to work well as part of a team.



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8. Ability to plan and organize work and prepare concise reports.
9. Ability to analyze issues, make interpretations and sound recommendations.
10. Ability to establish and maintain effective working relationships with associates and the public.
11. Basic knowledge of Government structure, policies, and procedures.

D. Salary and Allowances

1. Basic Salary: K35-K42 (EC\$63,492 - EC\$87,192 per annum)
2. Allowance in lieu of private practice: EC\$15,000 to EC\$21,000 per annum
3. Travel Allowance (must own a vehicle): EC\$4,200 per annum

E. Vacation Days

27 Working Days per annum after first year of service

F. Application Procedure

1. Applications along with two written references and certified copies of documents pertaining to qualifications should be addressed to the captioned Human Resource Management Department and copied by email to **attorneygeneral@gov.kn**.
2. The deadline for receipt of applications will be **Wednesday December 21, 2022 at 3:30pm**.
3. Only the candidates with the best qualifications and experience will be notified and shortlisted for interview on or before December 28, 2022.