



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

November 29, 2022

**VACANCY NOTICE**

**CROWN COUNSEL I & II  
(DIRECTOR OF PUBLIC PROSECUTION'S OFFICE)**

The Human Resource Management Department on behalf of the Director of Public Prosecution's Office wishes to invite persons to apply for the positions of **Crown Counsel I (Junior Crown Counsel)** and **Crown Counsel II (Senior Crown Counsel)** on a full-time basis.

**A. Duties and Responsibilities**

1. Undertake prosecutions of all assigned criminal and other cases to ensure justice is served and delivered in a timely manner.
2. Assist other Crown Counsel, Deputy Directors of Public Prosecution and Director of Public Prosecution during trials.
3. Conduct appeals and applications arising in criminal matters.
4. Liaise with Police and other law enforcement agencies where necessary to ensure sufficient collection of evidence that supports timely and just prosecutions.
5. Draft indictments, submissions, letters, opinions, and other legal documents.
6. Vet police case files for prosecution and provide advice to police.
7. Undertake general legal research and assignments including the drafting and vetting of legal documents to be filed in Court to ensure the Office of the Director of Public Prosecutions is fully prepared for court cases and to support compliance with the requirements of the Court.
8. Facilitate participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless justice system.
9. Perform any other related duties as required by senior officers in order to contribute to the effectiveness and efficiency of the Director of Public Prosecutions' Office.

**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.
3. *Crown Counsel II Only*: Minimum of 8 years' experience prosecuting within the Commonwealth Caribbean.

**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 criminal procedure and practices.
4. Sound advocacy skills.
5. Ability to communicate persuasively and clearly both orally and in writing.



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6. Self-motivated and proven ability to work well as part of a team.
7. Ability to plan and organize work and prepare concise reports.
8. Ability to analyze issues, make interpretations and sound recommendations.
9. Ability to establish and maintain effective working relationships with associates and the public.

**D. Salary and Allowances**

***Crown Counsel I***

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
4. Telephone Allowance: EC\$300 per annum

***Crown Counsel II***

5. Basic Salary: K43 (EC\$91,548 per annum)
6. Allowance in lieu of private practice: EC\$21,000 to EC\$33,000 per annum
7. Travel Allowance (must own a vehicle): EC\$4,800 per annum
8. Telephone Allowance: EC\$300 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.