



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

November 29, 2022

**VACANCY NOTICE**

**CROWN COUNSEL II (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 II (Senior Crown Counsel)** on a full-time basis.

**A. Duties and Responsibilities**

1. Representing the Government of Saint Christopher (Saint Kitts) and Nevis in civil matters before the Magistrates' Court, High Court, Court of Appeal, Caribbean Court of Justice and Privy Council.
2. Providing guidance to the Crown Counsel I (Junior Crown Counsel) in the conduct and progress of matters.
3. Appearing in disciplinary matters before the Public Service Commission and Public Service Board of Appeal.
4. Providing legal advice to all Ministries and Government Departments.
5. Drafting and vetting Deeds, Agreements, Memoranda of Understanding, Contracts and Notarial documents.
6. Drafting and vetting Contracts and Agreements with foreign governments and agencies.
7. Processing mutual legal assistance requests and letters rogatory.
8. Providing advice on treaty and international obligations.
9. Representing the Attorney-General's Office on various committees, authorities and other statutory boards established by the Government.
10. Representing the Government on 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. 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. Minimum of 8 years' wide ranging experience at the Civil Bar(s) within the Commonwealth Caribbean.

**C. Skills, Knowledge and Abilities**

1. Excellent advocacy skills.
2. Excellent communication and interpersonal skills.
3. Strong leadership and management skills.
4. Sound working knowledge of the Laws of Saint Kitts and Nevis.
5. Sound working knowledge of, and ability to, interpret legislation, rules and orders.
6. Sound working knowledge of the Eastern Caribbean Civil Procedure Rules.



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7. Sound knowledge of legal principles, practices and proceedings.
8. Sound knowledge of government procedures and practices.
9. Ability to communicate persuasively and clearly both orally and in writing.
10. Ability to plan and organize work and prepare concise reports.
11. Ability to analyze issues, make interpretations and sound recommendations.
12. Ability to establish and maintain effective working relationships with associates and the public.
13. Self-motivated and proven ability to work well as part of a team.
14. Basic knowledge of Government structure, policies, and procedures.

**D. Salary and Allowances**

1. Basic Salary: K43 (EC\$91,548 per annum)
2. Allowance in lieu of private practice: EC\$21,000 to EC\$33,000 per annum
3. Travel Allowance (must own a vehicle): EC\$4,800 per annum
4. 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.