



GOVERNMENT OF GRENADA

OFFICE OF THE ATTORNEY GENERAL

MINISTRY OF LEGAL AFFAIRS, LABOUR & CONSUMER AFFAIRS

VACANCY NOTICE

Applications are invited from suitably qualified persons for engagement as a Legal Drafter within the Office of the Attorney General, Ministry of Legal Affairs, Labour and Consumer Affairs St. George's, Grenada.

JOB TITLE: Legal Drafter

REPORTS TO: Chief Parliamentary Counsel

SUMMARY OF DUTIES AND RESPONSIBILITIES

The successful incumbent will be responsible to:

- Draft Bills and Statutory Instruments for submission to Parliament;
- Attend meetings at various Government Ministries, Departments and Statutory Bodies, or other non-Governmental agencies, on issues dealing with the drafting of new laws and amendments to existing laws;
- Provide sound legal advice to all Ministries and Departments of Government;
- Represent the Attorney General's Chambers on various Statutory Boards;
- Represent the Government of Grenada at negotiations, conferences and other meetings locally, regionally and internationally; and
- Perform such other duties as may be assigned from time to time by the Attorney General or Chief Parliamentary Counsel.

QUALIFICATIONS AND EXPERIENCE

The position requires the incumbent to:

1. be eligible to be admitted to practice as an Attorney-at-law in Grenada
2. hold a Bachelor of Laws Degree
3. hold a Legal Education Certificate
4. hold Post Graduate Certification in Legal Drafting
5. have no less than five years' experience as a legal drafter

Skills, Knowledge and Abilities

- A sound working knowledge of Public, Administrative and Constitution Law.
- A working knowledge of and the ability to interpret legislation, Civil Service Rules and Regulations and Operating Procedures, Staff Orders, and Collective Bargaining Agreements.
- Good oral and written skills.
- Ability to establish and maintain effective working relationships with the legal profession and the general public.
- Knowledge of Government procedures, proceedings and practice.

REMUNERATION PACKAGE

Salary will be commensurate with qualifications and experience.

APPLICATION PROCEDURE

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

Office of the Attorney General
Ministry of Legal Affairs, Labour & Consumer Affairs
3rd Floor Ministerial Complex
Sir Eric Matthew Gairy Botanical Gardens
St. George
GRENADA

Applications may be submitted via email to registry@legal.gov.gd, no later than **15th March 2024**.

Only the candidates with the best qualifications and experience will be shortlisted for interview. Please note that applications are considered on a rolling basis and interviews held accordingly.