



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 Senior Crown Counsel within the Office of the Attorney General, Ministry of Legal Affairs, Labour and Consumer Affairs, St. George's, Grenada.

JOB TITLE: Senior Crown Counsel

REPORTS TO: Solicitor General

SUMMARY OF DUTIES AND RESPONSIBILITIES

The successful incumbent will be responsible to:

- Advocate litigation matters at the Magistrate's Court, High Court and Court of Appeal.
- Prepare all necessary legal documents to be filed in civil matters.
- Provide sound legal advice to all Government Ministries and Departments.
- Appear in appeals in disciplinary matters before the Public Service Appeal Board and the Income Tax Appeals Tribunal.
- Prepares Deeds and Agreements to which Government is a party
- Vets Deeds submitted for the signature of Her Excellency the Governor General
- Vet documents for Marriage Licences, Citizenship Applications, Aliens Licences and other related matters
- Vet Loan Agreements with Foreign Governments or Agencies.
- Represent the Office of the Attorney General on various Statutory Bodies and other Boards.
- Perform such other duties as may be assigned from time to time by the Attorney General/Solicitor General.

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 and a Legal Education Certificate (or the equivalent)
3. hold a Master of Laws Degree or Post Graduate Certification in a relevant area of law
4. possess at least 5 years in practice at a top tier law firm and or in the public service of a Commonwealth Country
5. have strong advocacy, research and drafting skills

Skills, Knowledge and Abilities

- A sound working knowledge of Public, Administrative, Constitution and Commercial Law.
- A sound working knowledge of and the ability to interpret legislation, civil Service Rules and Regulations and Operating Procedures, Staff Orders and Collective Agreements.
- Knowledge of Government procedures, proceedings and practice
- Excellent oral and written skills.
- Ability to establish and maintain effective working relationships with the legal profession and the public.
- Ability to work independently under competing demands with excellent time management skills.

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.