

ATTORNEY GENERAL

Applications are invited from suitably qualified individuals to fill the post of Attorney General in the Attorney General's Chambers of the Anguilla Public Service which will become vacant in March 2010.

Salary for this post is negotiable depending on the experience of the successful candidate. If applicable a Housing Allowance would be paid.

The key duties of the post are:

1. Manage and control the operations and administration of the Attorney General's Chambers.
2. Ensure achievement of the legislative agenda of the Government and compliance with established conventions, ordinances and regulations.
3. Participate in meetings of the Executive Council and provide legal and policy advice on all matters before it.
4. Provide legal advice to the Governor, the House of Assembly and all Government ministries.
5. Ensure that required new legislation is drafted and guide relevant legislation through the House of Assembly.
6. Ensure the development, formulation and implementation of law revisions and reforms required to achieve Governmental objectives.
7. Prosecute criminal matters in the High Court.
8. Represent the Crown in civil matters.
9. Negotiate and settle major contracts on behalf of the Government.
10. Prepare draft departmental budget proposals and administer approved budgets.
11. Represent the Government at regional and international conventions, conferences and related law.

12. Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events.
13. Develop and implement strategies for improving and maintaining a high level of Customer Service in the public sector.
14. Perform other related duties as required by the job function.

PERSONAL QUALIFICATIONS

The incumbent must possess extensive theoretical and practical knowledges and skills in the interpretation, application, operations, systems, processes and procedures of the legal and institutional framework in which Government operates, legal draughting, law reform and revision techniques and methods, civil/criminal prosecution and legal representation methods, interpretative judgement and negotiating ability.

These knowledges, skills and abilities are normally obtained in the process of acquisition of professional qualification and accreditation as an Attorney at Law together with at least ten years related experience five of which should have been at senior management or professional level. Experience in the public service of a British Overseas Territory or an independent common law jurisdiction would be a distinct advantage.

Persons interested in this position should obtain the necessary application form from the Department of Public Administration, The James Ronald Webster Building, The Valley, Anguilla Tel. No. 264-497-3041. Application forms can also be downloaded from the government website at www.gov.ai. The completed form along with supporting documentation should be returned to His Excellency the Governor, Governor's Office, Old Ta, Anguilla on or before Friday, 29 January 2010.

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Lana Horsford-Harrigan (Mrs.)
Secretary, PSC

31 December 2009