



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

**VACANCY NOTICE – SENIOR CROWN COUNSEL – DIRECTOR OF PUBLIC
PROSECUTION’S DEPARTMENT**

Duties and Responsibilities

The Senior Crown Counsel will be under the direction of the Solicitor General and his/her duties will include:

- (i) Representing the government of St Kitts and Nevis in all civil matters in all courts in St Kitts and Nevis and providing guidance and assistance to the Crown Counsel in the conduct and progress of matters.
- (ii) Functioning as a legal representative of the Government locally, regionally and internationally in matters related to work of the Government
- (iii) Appearing in appeals in disciplinary matters before the Public Service Commission and the Public
- (iv) Providing legal advice to all Ministries and Government Departments to ensure that the interest of the Government is safe guarded
- (v) Drafting and vetting Deeds and Agreements, Memoranda of Understanding, Contracts and Notarial documents to which government is a party
- (vi) Vetting Loan Agreements with foreign governments and agencies
- (vii) Processing mutual legal assistance requests and letters rogatory and provide advice on treaty and international obligations
- (viii) Representing the office of the Attorney General on various committees, statutory bodies and other boards established by Government
- (ix) Representing the Government of St Kitts on workshops, conferences, and other meetings locally and overseas
- (x) Preparing and representing the State in the adjudication of matters, mediation, and negotiation and on particular Boards of Assessment.



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- (xi) Performing such other duties as may be assigned from time to time by the Attorney General and Solicitor General

Qualifications and Skills:

1. The candidate must have the Bachelors of Law degree and the Legal Education Certificate from a law school within the Commonwealth. Must possess excellent advocacy skills and be able to interpret legislation, rules, regulations agreements and draft legal documents including indictments and pleadings
2. Must have strong leadership and management competencies
3. Should possess the ability to organize and work independently on multiple tasks/projects and complete assignments within specified deadlines.
4. Have excellent communication and interpersonal skills

Experience:

1. Be a Barrister-at-Law with a minimum of eight (8) years' experience at the bar in a Commonwealth jurisdiction
2. Must have experience in civil litigation and knowledge of legal principles, practices and proceedings

Salary:

Basic salary will be at EC\$83,220.00 per annum.

Allowances:

Allowance in lieu of Private Practice at a basic rate of EC\$1250.00 per month, plus an additional \$500.00 per month for every five (5) years of post-bar experience, up to a maximum of \$2750.00 per month.

Travelling allowance at the rate of \$400.00 per month upon presentation of proof of ownership of a vehicle.

Telephone allowance at the rate of \$25.00 per month

Gratuity:

A gratuity of 10% of salaries earned will be paid upon satisfactory completion of the contract.



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Leave:

Twenty-seven (27) working days per annum, which may be accumulated to a maximum of fifty-four (54) days and must be taken by the end of the contract.

Other:

If the successful candidate is recruited from outside of St Kitts and Nevis

- Economy air passages by direct route to St Kitts are provided in respect of officer, spouse and up to three (3) children 18 years or under.
- No personal income tax payable.
- Medical Insurance coverage including Air Ambulance.