JOB DESCRIPTION

Vacancy: Senior Litigator
Reports To: Attorney General
Ministry: Attorney General’s Ministry
Unit: Litigation

1. JOB PURPOSE

Assist the Deputy Solicitor General to provide legal advice and guidance to the Government of Belize and the entire government system on all matters related to litigation and where necessary to represent Belize in litigation.

2. PERSON SPECIFICATION

QUALIFICATION

Bachelor of Law Degree
Legal Education Certificate
Specialization in Litigation would be an advantage
Degree and specialization in areas of Public Law (Administrative and Constitutional Law) and Human Rights Law are required

EXPERIENCE

At least 10 years litigation experience post qualification preferably in a Commonwealth jurisdiction.

SKILLS

Excellent advocacy skills
Excellent research and analytical skills and writing skills
Excellent leadership and management skills
Excellent interpersonal and people management skills
Ability to adopt and work extended hours and under time imposed pressures

3. DUTIES AND RESPONSIBILITIES

✓ Assist the Deputy Solicitor General in litigation matters at the Attorney General’s Ministry
✓ Assist the Attorney General/Solicitor General with the formulation of the policies, the mission and vision of the Attorney General Ministry to strengthen the Litigation Unit
✓ Assist the Deputy Solicitor General with the supervisory management of the civil litigation department
✓ Assist with the drafting legal documents on instructions from the government departments in a timely manner
✓ Assist with providing detailed legal opinion on complex civil and other matters from the ministries, government departments, statutory or other public bodies and provide advice how to prevent recurrence of issues/errors emanating from litigation
✓ Assist with the assignment and monitoring of work of the civil litigation staff, crown counsels and senior crown counsels and providing guidance on strategies for the conduct of litigation
✓ Conduct appraisal of the performance of legal staff and personnel under his supervision within the Litigation Unit
✓ Provide assistance and guidance in the conduct and progress of civil and other matters within the Litigation Unit
✓ Assist with the preparation of legal opinions for the Attorney General and the Governor General of Belize on inter alia, matters of administrative and constitutional law
✓ Provide legal opinions to the Belize Police Department, the constitutional commissions, and the Belize Advisory Council in accordance with Public Service Regulations and the Belize Advisory Council Rules
✓ Assist with the conduct of litigation matters on behalf of the Crown
✓ Assist with the preparation and presentation of civil cases on behalf of the crown in accordance with court’s calendar
✓ Assist with providing International legal assistance (Extraditions) marshal and conduct extradition matters in the courts in collaboration with the international Legal affairs department within the ministry
✓ Undertake research on behalf of the Attorney General, Solicitor General and Deputy Solicitor General
✓ Participate in alternative dispute resolution in order to amicably resolve civil matters involving the crown
✓ Sit and serve on various committees as directed by the Attorney General/Solicitor General
✓ Liaises with senior crowns and crown counsels on matters affecting the chambers as a unit and ensure familiarity with major matters involving the chambers and conducting training where necessary, of legal staff and personnel and as requested by the Attorney General/Solicitor General
✓ Participate or assist in training workshops and seminars and attend relevant workshops
✓ Perform such other duties as may be assigned by the Attorney General or Solicitor General
GUIDANCE ON YOUR EMPLOYMENT APPLICATION

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview, and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We require all applicants to fully complete all sections of our application form. This is to ensure that information about candidates is presented in a standard format. You may, in addition, attach a copy of your CV, if desired, but your application form must still be completed in full.

How we shortlist

The job description outlines the main responsibilities and duties of the post, as well as the knowledge, skills, abilities, experience, and qualifications that you require to fulfill these duties. When we shortlist, we look at the match between the requirements for the position as described in the job description and the information provided in your application form.

How to complete your application form

General Hints

• Read the job description before you start
• Use black ink so that we can clearly photocopy forms for shortlisting and interviewing
• Complete all sections of the form as fully as possible
• Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check that we have all the information you want us to have before we shortlist
• Keep a copy of the application form for your own records

Date of Birth

This information will enable us to determine benefits entitlements, i.e. pension eligibility, and other terms and conditions (e.g. duration of contract).

Relevant evidence

If you are successful in your application, you will be required to provide relevant evidence of your immigration status prior to your appointment. Relevant evidence includes original or certified copies of the following:

• For all persons: your birth certificate
• For Permanent Residents: A Permanent Residency Certificate
• For Government Employee: no additional information required
• For Work Permit Holder: Current Work Permit Letter, ID Card number or passport endorsement
Personal Statement

• This is the most important part of the form and is your opportunity to show us how you meet the requirements for the post you are applying for, i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.
• You can use the criteria in the job description as headings and give examples of your experience and skills under each heading.
• You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
• Use clearly labeled continuation pages if required.
• Check that you have demonstrated how you meet all the essential requirements of the post. The short-listing panel cannot guess or make assumptions about your work experience.
• Remember that we use the requirements stated in the job description to shortlist. If you do not therefore clearly demonstrate how you meet these requirements, it is unlikely that you will be short-listed for interview.

Dependants

A dependent child includes a step-child, a child legally adopted or a foster child.

Convictions

Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offences(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful. All information should be provided in a sealed envelope and marked “Confidential”.

References

We will contact your referees prior to interview unless you have ticked the boxes on the application form indicating that we should not do so. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

“Confidential”

All information provided on a “Confidential” basis is withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

Confidentiality

The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. If you accept a post, your personal information will be held for purposes relating to your Employment Agreement. By signing this application you authorize representatives of Belize to collect and/or verify any information that is relevant in support of your application.

Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. You will be required to submit original or certified copies of your
education certificates, diplomas, degrees, etc. If the post requires you to drive for official business you will be required to present to your manager, upon appointment, a valid drivers’ license.

**Pre-employment Medical**

Where an appointment is offered, you will be required to undergo a medical examination. The relevant form will be forwarded to you for completion by a qualified medical practitioner.

**WHAT DO I DO NOW?**

Once your application form is complete and you are happy that you have provided all the information we require, please send your application to the address shown on the job advertisement. You will receive confirmation that your application has been received. Candidates selected for interview will normally be notified within three weeks of the closing date.
APPLICATION FORM

Post Applied For: ______________________________________________________

Ministry/Department: __________________________________________________

IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES BEFORE
COMPLETING THIS APPLICATION FORM. THE FORM MUST BE COMPLETED
FULLY USING BLACK INK OR BE TYPEWRITTEN. ATTACH ADDITIONAL PAGES
IF NEEDED.

INCOMPLETE APPLICATION FORMS OR APPLICATIONS RECEIVED AFTER THE
CLOSING DATE WILL NOT BE CONSIDERED.

YOU MAY ATTACH A C.V. IN SUPPORT OF YOUR APPLICATION IF DESIRED.

Section 1: Personal Details

Last Name: ___________________________________________________________

First Name: __________________________________________________________

Middle Name: _______________________________________________________

Mailing Address:

Street Address:

Email address:

Telephone Contact Numbers
Home: ____________________________

Cell: ____________________________

Work: ____________________________

May we contact you at work? Yes [ ] No [ ]

Date of birth _______________________

Nationality _________________________

If you are not Belizean, what is your Immigration status in Belize?
If you are successful in your application, evidence of your Immigration Status will be required prior to appointment.

Have you been previously employed within the Government Service of Belize? 

Yes [ ] No [ ]

If yes, please indicate post(s) held and dates of service

Section 2: Present Employment
(If now unemployed give details of last employer)

Name of Employer: ___________________ Department/Section: ___________________

Address: ____________________________

Post Title: ___________________________

Date of Appointment: ________________ Salary: ___________________

Brief description of duties:

Period of Notice Required: ____________ Last day of service (if no longer employed): ____________

Reason for leaving (if no longer employed): ________________________________________________
**Section 3: Previous Employment**
(Most recent employer first. Please cover the last 10 years. Continue on a separate sheet if necessary.)

<table>
<thead>
<tr>
<th>1. Name of Employer:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Position Held:</td>
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<td>Period of Employment:</td>
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<tr>
<td>Summary of Duties:</td>
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<tr>
<td>Reason for Leaving:</td>
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<table>
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<tr>
<th>2. Name of Employer:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Position Held:</td>
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<td>Reason for Leaving:</td>
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<tr>
<th>3. Name of Employer:</th>
<th></th>
</tr>
</thead>
</table>
Address:  

Position Held:  | Period of Employment:  

Summary of Duties:  

Reason for Leaving:  

Section 4: Education  
(Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.)

<table>
<thead>
<tr>
<th>College or University</th>
<th>Course</th>
<th>Qualifications, grades &amp; dates attended</th>
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<td></td>
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<tr>
<td>School</td>
<td>Subjects</td>
<td>Qualifications, grades &amp; dates attended</td>
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</tbody>
</table>

Continue on a separate sheet if necessary  

Professional, Technical or Management Qualifications
Please give details:

<table>
<thead>
<tr>
<th>Professional/Technical/Management Qualifications</th>
<th>Course Details &amp; Dates achieved</th>
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</table>

Current Membership in any Professional/Technical Associations – Please state level of Membership:

 Continue on a separate sheet if necessary

Section 5: Training and Development
(Any training & development courses or non-qualification courses which support your application.)

<table>
<thead>
<tr>
<th>Title of Training Programme or Course</th>
<th>Length of Course</th>
<th>Area(s) of Focus</th>
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</table>

 Continue on a separate sheet if necessary

Section 6: Personal Statement
(Explain why you are applying and how you meet the requirements set out in the job description.)


Section 7: Dependants (Limited to a spouse and / or dependent children under the age of 18. Overseas applicants should list only those who would accompany them for the duration of the contract)

Number of Dependents

Section 8: Convictions

Have you ever been convicted of a criminal offence?

If yes, please submit full details of the conviction within a sealed envelope together with this application form. Mark the envelope “Confidential”. The envelope will only be opened if you are short listed for interview. A conviction will not necessarily disqualify an applicant.
Section 9: References

Please give the names and details of two individuals who may be contacted for work-related references.

If you have not been employed, provide an academic and character reference. If self-employed, give your business name and supply business references.

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<thead>
<tr>
<th>Reference 1</th>
<th>Reference 2</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
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<tr>
<td>Position (job title):</td>
<td>Position (job title):</td>
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<tr>
<td>Work Relationship:</td>
<td>Work Relationship:</td>
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<td>Organisation:</td>
<td>Organisation:</td>
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<tr>
<td>Address:</td>
<td>Address:</td>
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<tr>
<td>Telephone no.:</td>
<td>Telephone no.:</td>
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<tr>
<td>E-Mail:</td>
<td>E-Mail:</td>
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</tbody>
</table>

This referee may be contacted:

- at any stage during the recruitment process
- only if shortlisted
- only if I am the preferred candidate

This referee may be contacted:

- at any stage during the recruitment process
- only if shortlisted
- only if I am the preferred candidate

Please tick the relevant boxes above. A job offer will not be made without 2 satisfactory references.
Section 10: Declaration

Please complete and sign the following declaration. If you are returning this form by email, you will be asked to sign your application form if called for an interview.

I hereby certify that:

- the information I have provided on this form is correct to the best of my knowledge, and may be verified by the Government of Belize prior to my appointment
- all questions have been accurately and fully answered
- I possess all the qualifications which I claim to hold

I understand and agree that if offered employment, I will be required to:

- undergo a pre-employment medical examination to ascertain my health status. Adverse results of such examinations may result in the withdrawal of the offer of employment
- provide proof of my qualifications
- provide a police clearance certificate from my country of residence

The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. If you accept a post, your personal information will be held for purposes relating to your Employment Agreement.

By signing this application you authorize representatives of the Government of Belize to collect and/or verify any information that is relevant in support of your application.

Signed: ___________________________ Date: ______________________

NOTE: FAILURE TO DISCLOSE RELEVANT DETAILS OR GIVING MISLEADING INFORMATION WILL CAUSE YOUR APPLICATION TO BE REJECTED OR IF YOU ARE APPOINTED IT COULD LEAD TO TERMINATION OF CONTRACT.

Candidates will receive written notification that their applications have been received. Candidates will normally be notified within 3 weeks if they have been selected for interview.
RETURNING THIS FORM:
Please respond to the address provided on the advertisement for the position.

Thank you for your interest in working for the Government of Belize.

<table>
<thead>
<tr>
<th>For Official Use Only</th>
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</thead>
<tbody>
<tr>
<td>Reference Number:</td>
</tr>
<tr>
<td>Closing Date:</td>
</tr>
<tr>
<td>Application Received:</td>
</tr>
<tr>
<td>Date Notified of Outcome:</td>
</tr>
</tbody>
</table>