

VACANCY NOTICE

ATTORNEY GENERAL'S CHAMBERS

OF GRENADA MINISTRY OF LEGAL AFFAIRS

Applications are invited from suitably qualified persons for appointment as a Legal Drafter within the Attorney General's Chambers, Ministry of Legal Affairs, St. George's, Grenada.

JOB DESCRIPTION

JOB TITLE: Legal Drafter

REPORT TO: Attorney General

SUMMARY OF DUTIES AND RESPONSIBILITIES

The successful incumbent will be responsible to Draft Bills and Statutory Instruments to Parliament; Attend meetings at various Government Ministries, Departments and Statutory Bodies etc., on issues dealing with the drafting of new laws and amendments to existing laws; Represent the Attorney General's Chambers on various Statutory Boards; Provide status of work reports to the Attorney General at least monthly; represent the Government of Grenada at negotiations, conferences and other meetings locally, regionally and internationally; provide legal advice to all Ministries and Departments of Government and perform such other duties as may be assigned from time to time by the Attorney General or Solicitor General.

QUALIFICATIONS AND EXPERIENCE

The position requires the incumbent to have:

1. A Bachelor of Law Degree
2. Legal Education Certificate
3. Post Graduate Certification in Legal Drafting (will be preferred but not mandatory)

Skills, Knowledge and Abilities

1. A sound working knowledge of the Public and Constitution Law.
2. A working knowledge of and the ability to interpret legislation, Civil Service Rules and Regulations and Operating Procedures, Staff Orders, Financial and Store Rules and Collective Agreements.
3. Good oral and written skills.

4. Ability to establish and maintain effective working relationships with the legal profession and the public.
5. Knowledge of Government procedures, proceedings and practice.

REMUNERATION PACKAGE

Salary will be commensurate with qualifications and experience.

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

Ms. Dia C. Forrester
Attorney General
“Communal House”
414 H.A. Blaize Street
St. George’s
GRENADA

Applications may be submitted via email to registry@legal.gov.gd, no later than August 14, 2021.

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.