

**MINISTRY OF LEGAL AFFAIRS  
CROWN PROSECUTION SERVICE**

**JOB DESCRIPTION**

**JOB TITLE** : **DIRECTOR OF PUBLIC PROSECUTIONS**

**CLASSIFICATION** : **20**

**REPORTS TO** : **Minister with responsibility for legal affairs**

**SUPERVISES** : **Deputy Director of Public Prosecutions, Legal and Administrative Staff**

**A. RELATIONSHIPS AND RESPONSIBILITIES**

1. Provides overall leadership and direction of the Crown Prosecution Service
2. Works under the direction of and reports to the Minister with responsibility for legal affairs on administrative matters.
3. Required to respond whenever necessary to the Permanent Secretary, Ministry of Legal Affairs, on administrative matters.

**B. DUTIES AND TASKS**

**B1. Primary Duties**

1. Provides overall leadership of the Crown Prosecution Service through effective planning, administration, development and coordination of the work programme to ensure the efficient operations of the Department
2. Supervises Crown Counsels and ensure the efficiency of the Crown Prosecution Service and ensure the effective prosecution and disposal of cases
3. Monitor, coach and development of all staff
4. Manages the case load within all judicial districts falling under Crown Prosecution Office through appropriate distribution of cases to Crown Counsels and facilitate acceptable performance levels in the prosecution of cases
5. Conducts performance evaluations of all legal and administrative staff under his or her direction to ensure optimal staff performance and development, using the benchmarks outlined by the Ministry.

6. Prosecutes and disposes of all criminal matters on behalf of the Crown through the processes of Sufficiency Hearing, Case Management, Arraignment, Trial and Sentencing, and ensure the effective disposal of cases
7. Represents the Crown in Criminal Appeals at the Eastern Caribbean Supreme Court and the Privy Council to ensure appropriate decisions are upheld in matters of the Crown
8. Reviews Police investigation files for all criminal matters and provides advice and guidance to ensure effective prosecution and disposal of cases
9. Provides direction, guidance and advice to Crown Counsels and Police Prosecutors in the handling of criminal matters to ensure an efficient workforce is maintained
10. Ensures the provision of relevant training programmes for Prosecutors and Crown Counsels to develop requisite skills and maintain a high performance level of the Department
11. Facilitates case conferences with Crown Counsels for discussion of issues arising out of cases to ensure readiness of Crown Counsel for trial
12. Ensures appropriate research is conducted into criminal cases to be adjudicated in the Magistrate's Court, High Court and Court of Appeal and Privy Council to ensure all pertinent information is available for effective disposal of cases
13. Attends seminars and conferences organized by local, regional and international agencies to ensure the development of required competencies and skills and keep abreast of relevant changes in the legal environment
14. Prepares annual and supplementary work programmes and budget submissions for the annual Estimates of Revenue and Expenditure in accordance with Government's Budget Cycle

## **B. CONDITIONS**

1. Congenial office accommodation is provided.
2. Institutional support is provided through appropriate Civil Service Regulations, Statutory Instruments, Collective Agreements and Departmental Guidelines.
3. Opportunities exist for personal development and career advancement through general and specialized in-service and external training.
4. Required to maintain a high level of confidentiality and integrity.
5. Required to maintain a motor vehicle for the effective performance of duties.

6. Functions in a scheduled travelling post and will receive basic travel allowance in accordance with approval rates.
7. Performance will be evaluated twice yearly in keeping with the Public Service Regulations.
8. Salary is in accordance with the terms and conditions stipulated by the Government of Saint Lucia in the Estimates of Expenditure.
9. A Legal Officer's allowance, Entertainment Allowance and Telephone Allowance will be provided in accordance with contractual agreement and approved rates.
10. Vacation Leave will be provided in accordance with Public Service Rules and Regulations.
11. The post is non-pensionable and as such will be required to contribute to the National Insurance Corporation.

**D. KNOWLEDGE, SKILLS AND ABILITIES**

1. Advanced knowledge of and ability to interpret the Laws of Saint Lucia.
2. Advanced knowledge of the Civil Service Rules and Regulations, Standard Operating Procedures, Staff Orders, Finance (Administration) Act, Financial Regulations, Procurement and Stores Regulations, Collective Agreements and Departmental Guidelines.
3. Ability to develop and manage an annual work programme
4. Ability to meet deadlines
5. Ability to exercise leadership and effective working relationships
6. Decisiveness, soundness of judgment and clarity of presentation.
7. Ability to draft indictments and prepare legal submissions.
8. Advanced advocacy skills.
9. Advanced communication and interpersonal skills.
10. Advanced computer skills

**E. QUALIFICATIONS AND EXPERIENCE**

1. Master of Laws Degree plus a Certificate in Legal Education or equivalent plus eight (8) years' experience in legal practice in particular in criminal law.

OR

2. Bachelor of Law Degree plus Certificate in Legal Education or equivalent plus ten (10) years' experience in legal practice in particular in criminal law.

**F. EVALUATION METHOD**

**Work performance will be evaluated on the basis of:**

1. Demonstrated knowledge and technical expertise relevant to the job
2. Accuracy, thoroughness, and timeliness of work produced
3. Quality and quantity of work produced
4. Demonstrated responsibility, authority and ability to take action with regard to assigned duties
5. Effectiveness in relating to internal and external customers
6. Self-reliance, creativity and ingenuity in effectively fulfilling the duties of the post
7. Judgment and decision-making as it pertains to area of responsibility
8. Demonstrated positive interaction and effective communication with work colleagues
9. Proven time management skills and punctuality at work

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

The Secretary  
Judicial and Legal Services Commission  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
Castries  
Saint Lucia, W.I.

to reach her no later than **29<sup>th</sup> February 2016**.

**NB:** Applications may also be submitted via email to [jisc@eccourts.org](mailto:jisc@eccourts.org). Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.