



ATTORNEY GENERAL'S MINISTRY VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

CROWN COUNSEL, LEGISLATIVE DRAFTING UNIT

Applicants for the position of Crown Counsel:

- a) must be:
 - i. qualified to practice as an attorney-at-law in a court in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters; and
 - ii. has been qualified for not less than five years so to practice in such a court.
- b) must be in good health.
- c) must be a person who conducts himself at all times, both in his professional and in his personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Experience and training required:

- a) Bachelor of Laws Degree from a recognized institution; and
- b) Legal Education Certificate or equivalent from a recognized institution.

Interested persons may submit an application in writing to:

**The Secretary, Judicial and Legal Services Commission
Ground Floor, Sir. Edney Cain Building
Thru' the Office of the Solicitor General
Attorney General's Ministry
Belmopan City, Cayo District Belize, Central America
Telephone number: 822-2504 or 822-0519
email address: agsecretary@agm.gov.bz**

Deadline for receipt of applications: **October 31, 2023**

Applicants must submit proof of qualifications and two reference contacts along with application.

Note: Only suitably qualified applicants will be acknowledged. Commission is not bound to make an appointment from among those persons who apply.

Terms of Reference

Crown Counsel, Legislative Drafting Unit

- Receives drafting instructions and conducts extensive research into subject matters for the purposes of preparing draft legislation;
- Liaises with Ministries and Departments of Government in the formulation of legislation;
- Vets legislation and submits comments and suggested amendments in respect of legislation;
- Assists in law revision assignments, including the consolidation of legislation;
- Renders legal opinions on matters requiring statutory interpretation by Ministries and Government Departments;
- Assists the Clerk of National Assembly during the passage of Legislation on matters pertaining to legislation;
- Assists the Deputy/Assistant Solicitor General in the formulation of policies and reform regarding the Legislative Drafting Unit;
- Participates or assists in training workshops and seminars and attends relevant workshops and seminars;
- Reports and is accountable to the Attorney General, Solicitor General and the Deputy/Assistant Solicitor General for Legislative Drafting on all matters within the Unit;
- General knowledge of Court Procedure Practice;
- Ability to conduct in-depth research;
- Ability to prioritize assignments and to work under pressure in order to meet deadlines;
- Ability to communicate, coordinate and work closely with Government Ministries, departments and bodies;
- Strong analytical and writing skills;
- Bilingual (English and Spanish)(oral and written) would be an asset
- Appreciation of confidentiality;
- Ability to assimilate facts quickly;
- Sound judgment.