

MINISTRY OF LEGAL AFFAIRS
CROWN PROSECUTION SERVICE

JOB DESCRIPTION

JOB TITLE : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
CLASSIFICATION : **19**
REPORTS TO : **Director of Public Prosecutions**
SUPERVISES : **Legal and Administrative Staff**

A. RELATIONSHIPS AND RESPONSIBILITIES

1. Provides general supervisory support at the Crown Prosecution Service in relation to legal and administrative staff as stipulated.
2. Works under the direction of and reports to the Director of Public Prosecutions.

B. DUTIES AND TASKS

B1. Primary Duties

1. Assists in the supervision of the legal and administrative staff of the Crown Prosecution Service through effective monitoring, coaching and development to ensure the efficient operations of the Department
2. Manages the case load within all judicial districts of the Crown Prosecution Office through appropriate distribution of cases to Crown Counsels to facilitate acceptable performance levels in the prosecution of cases
3. Coordinates and supervises cases in accordance with the case file management protocol within the Department to ensure effective case management and disposal of cases
4. Prosecutes and disposes of all criminal matters on behalf of the Crown through the processes of Sufficiency Hearing, Case Management, Arraignment, Trial and Sentencing, to ensure effective disposal of cases.
5. Represents the Crown in Criminal Appeals at the Eastern Caribbean Supreme Court to ensure appropriate decisions are upheld in matters of the Crown

6. Reviews Police investigation files for all criminal matters and provides advice and guidance to ensure effective prosecution and disposal of cases
7. Provides direction, guidance and advice to Crown Counsels and Police Prosecutors in the handling of criminal matters to ensure an efficient workforce is maintained
8. Provides legal opinions and advice to other Government agencies on criminal matters to ensure Government criminal matters are dealt with in an effective manner
9. Conducts training for the police and other law enforcement agencies in the areas of criminal law and procedure, Court procedures and Laws of Evidence to ensure all relevant agencies are kept abreast of changes and to develop requisite skills in the prosecution of matters
10. Participates in case management conferences for discussion of issues arising out of cases to ensure readiness for trial
11. 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
12. Assists in the preparation of annual work programmes and budget submissions for the annual Estimates of Revenue and Expenditure in accordance with Government's Budget Cycle
13. Reports to the Director of Public Prosecutions in relation to the duties above.
14. Performs any other work-related duties as may be assigned by the Director of Public Prosecutions from time to time.

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. Appointment is contractual.
12. 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. Decisiveness, soundness of judgment and clarity of presentation.
4. Ability to draft indictments and prepare legal submissions.
5. Advanced advocacy skills.
6. Advanced communication and interpersonal skills.
7. Advanced computer skills

E. QUALIFICATIONS AND EXPERIENCE

1. Master of Laws Degree plus a Certificate in Legal Education or equivalent plus six (6) years' experience in legal practice in particular in criminal law.

OR

2. Bachelor of Laws Degree plus Certificate in Legal Education or equivalent plus eight (8) 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
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

to reach her no later than **29th February 2016**.

NB: Applications may also be submitted via email to 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.