



Ministry of Commerce, Industry, and Labour  
Matagaluega o Pisinisi, Alamanuia ma Leipa

[Please address all correspondences to the Chief Executive Officer]

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Level 4, ACB House, Apia

[inclusive of Registries of Companies and Intellectual Property]

**PRINCIPAL LEGAL OFFICER**

**SALARY GRADING: SPGR2**

**\$44,266.00/\$56,988.00 p.a max**

**JOB DESCRIPTION**

**RESPONSIBLE TO:** Chief Executive Officer through the Assistant CEO, Corporate Services Unit.

**PRIMARY OBJECTIVE:**

To provide high quality legal services and advice on all legal matters pertaining to the Ministry of Commerce, Industry and Labour's mandate to support the achievement of its Vision and Mission.

**DUTIES AND RESPONSIBILITIES**

1. Provide professional legal services; interpret application of laws required for all systems of operations for the Ministry's services and activities to ensure compliance with legal requirements.
2. In partnership with the office of the Attorney General and the Law Reform Commission, lead the development/drafting of new/review of legislations administered by the Ministry and prepare regulations to support them.
3. Provide appropriate legal advice to ensure the effective and efficient administration of all legislations under the Ministry's legal mandate and other new developments including Cabinet directives.
4. Liaise and provide operational advice and support for the office of the AG (including Samoa Law Reform Commission) on matters that arise pertaining to the legislations administered by the Ministry and involving possible government liability and any legal proceedings against the Ministry.
5. Prepare legal documents for all matters of the Ministry such as court cases, tender documents for the procurement of works and services.
6. Manage any litigation in which the Ministry is involved with.
7. Establish and foster partnerships with those in legal profession (both public and private sector).
8. Assist in the development and implementation of Capability Plans and conduct staff training regarding the Ministry's Legislations and basic interpretation skill for reading statutes.
9. Represent the CEO and the Ministry in forums where needed.

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*"Our vision is to lead and excel in the provision of quality service to foster economic growth for all"*

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**SELECTION CRITERIA**

1. Minimum qualification of a University Degree in Law and must have 5 years of relevant work experience (at least 3 years as Solicitor of the Supreme Court). **[ESSENTIAL]**
2. Demonstrated ability to lead and support public service reforms in partnership with various networks in the legal profession (including the AG, LRC and others) in relation to MCIL legal mandate. **[ESSENTIAL]**
3. Demonstrated ability to interpret new/existing legislations/regulations and policies relating to the MCIL. **[ESSENTIAL]**
4. Possesses excellent strategic planning, analytical, drafting, negotiating and mediating skills. **[ESSENTIAL]**
5. Effective communication skills, written and oral (English and Samoan). **[DESIRABLE]**
6. Sound knowledge/understanding of Samoa's legal system particularly those that directly relate to the mandate/functions of MCIL. **[DESIRABLE]**