



ATTORNEY GENERAL'S MINISTRY

VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

CROWN COUNSEL, LEGAL ADVICE UNIT

Terms of Reference are attached

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/herself at all times, both in his/her professional and 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: +501-822-2504 or +501-822-0519
email address: agsecretary@agm.gov.bz**

Deadline for receipt of applications: June 30th 2023

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

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

Terms of Reference

Crown Counsel, Legal Advice Unit

- Provides legal advice to the Government of Belize;
- Conducts thorough legal research into the laws of Belize and related laws of other jurisdictions;
- Researches and reviews case laws, judgments from Belize and other related jurisdictions, secondary sources of law including Texts, Articles, Legal Journals, and other Commentary in less complex legal issues;
- Provides legal opinions to the Attorney General, the Cabinet, Ministers of Government and Chief Executive Officers in legal issues;
- Prepares Legal Advice and Legal Opinions to Government Ministries, Government Departments, Constitutional Commissions, various public bodies and statutory authorities on legal issues;
- Provides legal advice and guidance to the Belize Advisory Council, the various Constitutional Commissions, and the Heads of Departments as it relates to administrative, disciplinary and appeals in disciplinary cases;
- Provides legal advice, legal opinions and guidance to the Auditor General, the Financial Secretary and the Clerk to the National Assembly on legal issues;
- Meets with Ministers, Chief Executive Officers, Heads of Department and other public officers to take instructions in legal matters;
- Prepares, drafts, vets and revises contracts for or on behalf of the Government of Belize;
- Prepares, drafts, vets and revises various legal documents for or on behalf of the Government of Belize inclusive but not limited to leases, agreements, licences, notices, legal letters, deeds and other legal documents;
- Participates in meetings in the negotiations of contracts and agreements on behalf of the Government of Belize;
- Analyses and determines whether matters should be settled or whether they should proceed to litigation;

- Represents the Attorney General's Ministry in meetings as directed by the Attorney General or Solicitor General through the Head of Unit;
- Participates or assists in training workshops and seminars and attends relevant workshops and participates in other general office matters;
- Assists in the preparation of cabinet notes;
- Represents the Ministry/Department at court, parliament, meetings, committees and/or other for a;
- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material;
- Copies and collates relevant documents;
- Performs other duties as may be required;
- Sits and serves on various committees as directed by the Attorney General or Solicitor General;
- Participates or assists in training workshops and seminars and attends relevant workshops;
- Proficiency in the use of Microsoft Office Suite and the internet for research purposes;
- Skilled in the use of computers;
- Ability to use e-Government technology platforms;
- Ability to use online legal repository;
- Ability to conduct legal research and to use the internet for research purposes;
- Ability to interpret and analyze the law and legal issues;
- Ability to prepare briefs and opinions and to provide instructions for advocate attorney-at-laws with respect to matters of legislation;
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing;
- Ability to maintain confidentiality;
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.