



ATTORNEY GENERAL'S MINISTRY VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

CROWN COUNSEL, LEGAL ADVICE AND SERVICES CENTRE

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, Legal Advice and Services Centre

- Assisting with formulation of policies and strategies for enhancing legal services provided by the Centre;
- Rendering legal advice to members of the public on legal issues affecting them;
- Preparing, vetting and drafting various legal documents (including but not limited to letters, wills, agreements, estate matters, etc.);
- Assuming the conduct of civil and criminal matters both in the High Court of Belize and Inferior Courts of Belize;
- Rendering legal services to members of the public in all districts of Belize;
- Providing assistance and guidance in the conduct and progress of matters in the various courts;
- Participating or assisting in training workshops and seminars and attend relevant workshops and seminars;
- Collaborating with other Crown Counsel at the Centre to promote the best interests of the Centre and the Attorney General's Ministry;
- Working with the Solicitor General and Deputy Solicitor General, Litigation to develop the Centre and expand the scope of work that the Centre provides;
- Performing such duties as may be assigned by the Attorney General, Solicitor General or Deputy Solicitor, Litigation;
- Reporting and being accountable to the Attorney General and Solicitor General on all matters at the Centre;
- 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;
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- Strong analytical and writing skills;
- Appreciation of confidentiality and of political and diplomatic sensitivities.