



## **ATTORNEY GENERAL'S MINISTRY VACANCY NOTICE**

Suitably qualified applicants are invited to fill the position of:

### **CROWN COUNSEL, LITIGATION 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) Minimum of four (4) years' experience as a practicing attorney-at-law in the area of civil litigation;
- b) Bachelor of Laws Degree from a recognized institution; and
- c) 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](mailto: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, Litigation Unit

- Represents the Government of Belize in all civil matters in the High Court and Court of Appeal and provides guidance and assistance to, and supervision of, Crown Counsel in the conduct and progress of matters;
- Functions as a legal representative of the Government locally, regionally and internationally in matters involving constitutional and other civil matters;
- Prepares all legal documents to be filed in civil matters;
- Appears in disciplinary matters before the Public Service Commission and Security Services Commission;
- Provide legal advice to all Ministries/Departments to ensure that the interest of the Government is safeguarded;
- Drafts and vets Deeds and Agreements, Memoranda of Understanding, Contracts, notarial documents, etc.;
- Advises the Attorney General on applications for admission to the Bar by non-citizens;
- Represent the Attorney General's Ministry on various committees, statutory bodies and other Boards established by Government;
- Represent the Government at workshops, conferences and other meetings locally, regionally and internationally;
- Liaises with other Crown Counsel ensuring familiarity with all major litigation involving Chambers;
- Prepares and represents the Government in the adjudication of matters, mediation, negotiation;
- Performs such other duties as may be assigned from time to time within the scope of responsibility as a senior crown counsel;

- 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;
- Appreciation of confidentiality and of political and diplomatic sensitivities.