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Departmental and Other Notices

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Legal Drafter I, Attorney General's Chambers, Saint Lucia.

JOB DESCRIPTION

JOB TITLE : Legal Drafter I
 REPORTS TO : Deputy Director of Legislative Drafting
 SUPERVISES : N/A
 CLASSIFICATION : Grade 15

A. RELATIONSHIP AND RESPONSIBILITIES

1. Works under the direction and reports to the Deputy Director of Legislative Drafting in performing duties and tasks.
2. Required to respond whenever necessary to the Director of Legislative Drafting, Attorney General and Permanent Secretary on matters related to work.

B. DUTIES AND TASKS

1. Drafts primary and mostly secondary legislation in the form of Statutory Instruments including Bye-laws, Notices, Orders, Proclamations, Regulations and Rules.
2. Liaises with the various Ministries or other appropriate body for proper instructions and clarification of instructions.
3. Attends meetings with various Ministries or other appropriate body to discuss legal issues and draft-

related issues in order to formulate new legislation or to amend existing legislation.

4. Undertakes research to determine impact of existing laws on proposed legislation.
5. Attends sittings of the House of Assembly and advises the Attorney General on matters relating to Bills before the House.
6. Represents the Legislative Drafting Unit at local, regional and international workshops, conferences, seminars to participate in discussions relating to proposed legislation.
7. Prepares regular reports on work in progress.
8. Performs such other duties as may be assigned from time to time by the Director of Legislative Drafting, Deputy Director of Legislative Drafting, Attorney General or the Permanent Secretary.

C. CONDITIONS

1. Functions in scheduled travelling post and receives basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.

Suitable office accommodation provided.

3. Salary and leave are in accordance with the terms stipulated in the Estimates of Expenditure, Collective Agreements, Terms and Conditions of Employment.