

GOVERNMENT OF MONTSERRAT

VACANCY NOTICE

DIRECTOR OF PUBLIC PROSECUTIONS

Applications are invited from suitably qualified persons for the post of Director of Public Prosecutions, Office of the Director of Public Prosecutions.

The Director of Public Prosecutions plays a central and sensitive role in maintaining the legal system in this small overseas territory. The Director's core role is to oversee the running of an effective, efficient and fair prosecuting body which meets the needs of the island community and works in accordance with UK and international best practices. The ODPP is a department still in its infancy. The appointee will have the unprecedented opportunity to develop the department in the territory's drive for economic sustainability. You will have oversight over all criminal prosecutions within the territory and will be expected to make key contributions in maintaining the territory's enviable low crime rate. You will work closely with the Attorney General, Commissioner of Police and other key stakeholders.

Duties and Responsibilities

The Director of Public Prosecutions reports directly to His Excellency the Governor and is responsible for the following:

- In accordance with the Montserrat Constitution Order of September 2011 conduct of all criminal proceedings;
- Overseeing the proper functioning of the criminal team and auxiliary staff assigned to the Office of the DPP;
- Direct supervision of the budget, including the submission of a budget for each fiscal year, and ensure that Government of Montserrat (GOM) monies are spent in accordance with the financial rules;
- Providing a strategic plan and a schedule for its implementation;

- Overall supervision of the conduct of criminal trials in both the Magistrate's Court and High Court;
- Conducting preliminary enquiries for complex cases before the Magistrate's Court;
- Reviewing police case files submitted for prosecution;
- Providing legal advice to the Royal Montserrat Police Service (RMPS) and all other law enforcement agencies;
- Review draft legislation and liaise with Parliamentary Counsel in relation to all criminal and quasi-criminal matters i.e. immigration, health and safety and consumer protection;
- Conduct conferences with witnesses in preparation for trial before courts and tribunals;
- Prepare and draft all indictments for the High Court;
- Provide training in various aspects of the law, court procedure and advocacy to counsel within the Office of the DPP;
- Provide training, guidance and support in relation to criminal and quasi-criminal matters to officers of the RMPS and other government departments;
- Represent the Office of the DPP and the GOM on issues relating to criminal and quasi-criminal matters both at the national and international level;
- Prepare the list for the hearing of all criminal matters before the High Court and a report at the conclusion of each Criminal Session;
- Attend training conferences, workshops and Seminars on behalf of the GOM;
- Conduct public consultation in accordance with other stakeholders in relation to impending legislation or any other matters in which affects the administration of Justice and in particular, the office of the DPP.;

In consultation with the Attorney General:

- Assume responsibility for and execute all matters arising under anti-money laundering and countering the financing of terrorism legislation;

- Process all Mutual Legal Assistance Requests to or on behalf of the Government of Montserrat.

Qualifications and Experience

Applicants must:

- Have a Bachelor of Law Degree and have been admitted or called to the Bar as a Barrister, Solicitor or Attorney-at-Law;
- Be eligible to practice in a Commonwealth Jurisdiction;
- Have a minimum of 10 years' post-qualification experience practising as a Barrister, Solicitor or Attorney-at-Law;
- Have extensive experience in criminal prosecutions and knowledge of legal principles, practices, proceedings and a good working knowledge of criminal legislation and government procedure;
- Be able to interpret legislation, rules, regulations, agreements; draft legal documents including indictments and pleadings; analyse issues, make interpretations and sound recommendations;
- Have sound judgment and excellent advocacy skills;
- Have strong leadership and management competencies;
- Have excellent communication (oral and written), presentation and interpersonal skills;

Terms of Appointment

Appointment will be made either on a permanent basis or on a contractual basis for three years.

Remuneration Package

The total remuneration package is EC\$165,240 per annum detailed as follows:

- Basic Salary - EC\$80,640 (Taxable)

Allowances

- Legal Services - EC\$66,000 (Taxable)
- Travel - EC\$9,600

- Telephone - EC\$1,440 (Taxable)
- Entertainment - EC\$3,600

Note: US\$1 = EC\$2.67

A market premium (as a negotiated percentage of the basic salary) may be considered based on the qualifications and experience of the preferred candidate.

In addition, a performance-based gratuity of 12.5% of the basic salary will be payable at the end of the contractual period.

HOW TO APPLY

Application forms can be obtained from our website at www.gov.ms or by contacting the Human Resource Management Unit, Office of the Deputy Governor, Brades, Montserrat by e-mail at hrmu@gov.ms, by telephone at (+664) 491 2365/2444 or by fax (+664) 491 6234.

To apply send your completed application form, supported by a Curriculum Vitae with a covering letter and the names of at least two referees to the Human Resource Management Unit at hrmu@gov.ms or to jobs.hrmu@gov.ms by **Friday, December 19, 2014**.