



OFFICE OF THE PUBLIC PROSECUTOR JOB DESCRIPTION FORM		
1	Job title	State Prosecutor
2	Post number	120PPL039
3	Job Level	PL 4.1
4	Agency	Office of the Public Prosecutor
5	Unit	Serious Crime Unit
6	Location	Port Vila, Efate, Vanuatu
7	Purpose	The State Prosecutor – Prosecutes trials and committal in the Magistrate Court and Supreme Court. (SP) prepare and conducts prosecution on behalf of the Public Prosecutor. (SP) Assess cases received from police, providing advice about sufficiency of evidence and appropriate charges. (SP) Negotiating pleas of guilty in appropriate cases.
8	Key Result Areas (KRAs)	9
		Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Liaison with investigators and receipt of briefs.	9.1
		<ul style="list-style-type: none"> • Positive feedback received from partner agencies • Provide guidance to investigators and SPD prosecutors • Pre-Registration Case Screening completed • Quality briefs of evidence received Communicate end of case outcomes to investigating agency (PD No. X of 2023)
8.2	Assessment of evidence and provision of advice	9.2
		<ul style="list-style-type: none"> • Legal opinions rendered in 100% cases (PD No. 3/2016) • Legal opinions rendered within 3 weeks of allocation (PD No. 3/2016) • Legal opinions are approved with no revisions required
8.3	Prosecute trials and appeals in all courts	9.3
		<ul style="list-style-type: none"> • Chronology completed in 100% of cases • Timely consultation with complainants and compliance with all victim of crime policies • Victim Support Officer engaged where relevant • Certificate of Trial Readiness completed in 100% of cases • Regular communication with witnesses • Contact with defence counsel regarding potential early resolution of case • Completed cases closed and furnished to PP within 7 days (PD No. 4/2023) • 0 % appeals without legal opinion approval (PD No. 2/2016) • 0 % appeals commenced without PP's approval (PD No. 2/2016) • Appeal submissions provided to supervisor/PP for approval at least 3 days before hearing (?)
8.4	High Standard of advocacy	9.4
		<ul style="list-style-type: none"> • 100% appearance rate in all cases • 0% non-attendance rate in cases • Positive feedback received from judiciary/supervisor • Successful applications and submissions • Appropriate sentencing range submissions made • Attends and participates in Continuing Legal Education and training




8.5	Case Management	9.5	<ul style="list-style-type: none"> • File Notes and Appearance Records complete in 100% of cases • CMS updated at least every fortnight • Documents scanned to CMS 100%
10	Duties and responsibilities		
10.1	Assist the Public Prosecutor in assessing, advising, preparing and prosecuting appropriate cases		
10.2	Vetting prosecution case files received from police and other investigating bodies.		
10.3	Providing legal advice to police and other law enforcement agencies in criminal and other matters regarding the sufficiency of evidence so as to assist investigation.		
10.4	Liaison with Police, other law enforcement agency and victims of crime; to update progress on prosecution case and status.		
10.5	Prepare case files, identify possible charges through assessment of evidence and recommend to Public Prosecutor the appropriate charges to be laid through a legal opinion.		
10.6	Prepare and prosecute trials and appeals in the Magistrate Court and Supreme Court.		
10.7	Prepare and appear in preliminary proceedings including committals, contested bail applications, adjournments and remand applications, obtaining warrants and amendments to indictments.		
10.8	Meet strict time standards in the preparations of cases and provision of advice in a high volume work and sometimes hostile environment		
10.9	Prosecute trials, voire dices, in the Magistrate and Supreme Courts, making necessary legal submission - opening, no case to answer, closing, sentencing and other legal submissions to the required standard.		
10.10	Prepare legal opinion whether or not a prosecution appeal is warranted in the Supreme Court.		
10.11	Assist senior prosecutors, assisting in trials and appeals; by conducting legal research and preparing submission.		
10.12	Conduct legal research.		
10.13	Conduct appropriate court room etiquette.		
10.14	Conduct negotiations with defence counsels in suitable cases including plea negotiations and agreed facts, and work closely with victims and witnesses in case preparation.		
10.15	Prepare and attend court sitting during weekends and public holidays – criminal trials and preparations, remand applications, and bail applications.		
10.16	Assist Senior prosecutor during Court Circuits to outer islands; preparing witness, trials, summons, witnesses.		
10.17	Assist Senior prosecutors and Finance officer with logistics for court circuits and trials. (Accommodation, food and transportation).		
10.18	Working with victims of crimes including persons with disabilities and young victims – by way of advice and support through appropriate agencies.		
10.19	Participate in in house meetings including weekly prosecutor meetings		
10.20	Must participate and attend important meetings and trainings – held domestically, regionally and Internationally when appointed by the Public Prosecutor.		
10.21	Reporting and presenting on attended trainings, workshops and conferences		
10.22	Participate in initiatives for networking and collaboration with other government agencies, legal professionals and non-governmental organisations.		
10.23	Enforcement of sentences – application to summon defendants to court for failing to pay compensation and fines.		
10.24	Liaison with medical agencies and experts either domestically or intentionally on victims of sexual offences, homicide and assaults.		
10.25	Preparing closing summary of criminal cases for the Public Prosecutor approval before closure.		
10.26	Assist Senior prosecutors with mutual assistances and extradition applications.		
10.27	Assist Senior prosecutors with legislations review and liaison with local and foreign agencies.		



10.28	Assist Senior prosecutors in preparing applications and submission for search warrants and arrest warrants, assets recovery and confiscation.	
10.29	Comply with all practise directions and OPP code of ethics	
10.30	Remain abreast of and acquainted with principles and reforms pertinent to criminal law, evidence and practise.	
10.31	Perform other duties assigned by the Public Prosecutor, including justice based strategic and policy work.	
11	Reports directly to	12 Directly supervises
	Deputy Public Prosecutor/Principal State Prosecutor	
13	Frequent Internal Personal Contacts with...	14 Occasional Internal Personal Contacts with...
	SPD SRBJ Advisors Court Registrar	Chief Justice SLO PSO
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Police and other investigators, lawyers from the private bar, witnesses and victims and family members. Professional Standard Unit	VPF Officers Director/Correctional Officers Ombudsman Office and Other Statutory bodies.
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	(a) Fair prosecutions and appropriate verdicts (b) A fair and just service to victims and the accused
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	(a) Cases can require out of hours work (b) Travel to provinces is occasionally required
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Review of Job descriptions
20	CRITERIA TO BE SELECTED FOR THIS POST	
20.1	Qualification	Bachelor of law from a recognized University
20.2	Special Business Education refers to the field of study that would be preferable	Completed units in Criminal Law in undergraduate study
20.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc.	It is essential that the appointee has been and remains admitted unconditionally as a Legal Practitioner. Ideally candidates will have an excellent academic record.
20.4	Special Skills e.g. vehicle license, driving record, computer word/excel etc.	(a) Advocacy and negotiating skills (b) Ability to prosecute before different jurisdictions which may involve traumatic material and events (c) Ability to make cogent submissions with minimal notice or preparation time



20.5	Thinking Style: e.g. an analytical thinker, a practical thinker, creative thinker...	(a) Sound knowledge of criminal law (b) Analytical and systematic thinker in assessing cases (c) Able to think quickly while acting as an advocate
20.6	Communication/interpersonal Skills: list the skills required of this position	(a) Good communication and interpersonal skills (b) Able to present a logical argument (c) Proven ability to communicate and achieve effectively in a fast paced environment.
20.7	Behavioural Competencies: refers to the personal attributes or characteristics needed for the position.	(a) Persuasive advocate (b) Respectful to the needs of victims, witnesses and to the interest of the community (c) Consistently practise in accordance with relevant prosecution Code of Ethics (d) Good Character
20.8	Language: "English, French and Bislama" is usual.	English, French and Bislama
21 ENDORSEMENT WITH NAME, SIGNATURE AND DATE		
21.1	Prepared at OPP by:	Name: <u>Vendla Kalmanu</u> Signature:  Date: <u>04/09/23</u>
21.2	Certified by/for the Public Prosecutor	Name: _____ Signature: _____ Date: _____
20.3	DECISION OF THE PUBLIC PROSECUTOR	
Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate decision)		Date of Decision: _____
Name: <u>Josaia Naigulevu</u> Signature: _____		Date: <u>08/09/23</u>

