

LEGAL OFFICER JOB DESCRIPTION			
Ministry	Ministry of Trade and Economic Development		
Division/Unit	Leadership, Policy & Planning (LPP)	Location	Nuku’alofa (Tt)
Band	J		
Reports to	Head of Division, LPP		
Job Purpose	This position is to provide timely coherent legal counsel to the Minister and CEO as well as the line divisions of the Ministry so as to facilitate the delivery of their organizational outputs. The legal officer will be responsible for the formulation of draft legislation, regulations and legal contracts required to deliver the organizational outputs of the Ministry. It is expected that the role will review legal text of agreements, treaties, and conventions relating to business development, consumer protection & fair trade, external trade, labour and Intellectual Property. In addition, the position will collaborate with the Attorney General’s Office on legal proceedings pertaining to the enforcement provisions of the Ministry’s legislation and represent the Ministry on legal matters. Other duties include Improvement of awareness and understanding of the function of the Ministry under relevant legislations for both internal and external stakeholders.		
Accountabilities/ Outcomes	<ol style="list-style-type: none">1. Represents the Ministry/ Department on matters before the courts.2. Conduct research, interprets laws, rules and regulations and prepares legal opinions and briefs in respect of the less complex legal matters3. Assists in reviewing existing legislation, rules and regulations related to the Ministry/ Division’s operations and recommending appropriate amendments4. Drafts cabinet/Ministerial notes, memoranda, letters and other documents on legal matters.5. Identify and recommend appropriate coherent legal counsel to the Minister and CEO as well as the line divisions within a specified timeframe.6. Develop and conduct trainings to facilitate the implementation of new legislations and any other training programs on legislations as required.7. Monitor the implementation of adopted legal issues.8. Provide oversight on legal analysis and evaluation concerning the Ministry’s organizational outputs.9. Review or draft legal papers, cabinet submissions, reports and presentations. Formulation of draft legislation, regulations and legal contracts required to deliver the organizational outputs of the Ministry.10. Advise on legal text of agreements, treaties, and conventions relating to business development, consumer protection & fair		

	<p>trade, external trade, labour and Intellectual Property when required.</p> <p>11. Collaborations with the Attorney General's Office on legal proceedings pertaining to the provisions of the Ministry's legislation and represent the Ministry on legal matters.</p> <p>12. Perform other duties as required.</p>				
Person Specification					
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ▪ Excellent legal knowledge ▪ Excellent management and organization skills; ▪ Demonstrated ability to work proactively both independently and as part of a cohesive team. ▪ Hardworking, and able to work under pressure and comply with deadlines. ▪ Maintaining strong professional partnerships with stakeholders ▪ Excellent working knowledge of using basic computer programs such as Microsoft Office. ▪ Demonstrated skills in reporting with the ability to write comprehensive but easy to understand reports ▪ High attention to detail and accuracy ▪ Must be highly proficient in both oral and written English and Tongan ▪ Good public speaking skills and can easily interact with people from differing cultures and backgrounds. <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Some knowledge of the laws and regulations related to the Ministry/Department's operations. ▪ 				
Qualifications and Experience	<p>· Professional Diploma in Legal Practice and Bachelor Degree with no working experience</p> <p><u>Qualifications acceptable for this role must be in Law from a recognized common law institution/jurisdiction.</u></p>				
ENDORSEMENT					
	<table border="1"> <tr> <td>Legal Officer</td><td> <p>Name:</p> <p>Sign:</p> <p>Date:</p> </td></tr> <tr> <td>Head of Division</td><td> <p>Name:</p> <p>Sign:</p> <p>Date:</p> </td></tr> </table>	Legal Officer	<p>Name:</p> <p>Sign:</p> <p>Date:</p>	Head of Division	<p>Name:</p> <p>Sign:</p> <p>Date:</p>
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	CEO MTED for	Name: Distaquaine Tu’ihalamaka Sign: Date:
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