



**ATTORNEY GENERAL'S MINISTRY
VACANCY NOTICE**

Suitably qualified applicants are invited to fill the position of:

- CROWN COUNSEL in the**
- **LITIGATION UNIT**
 - **LEGAL ADVICE UNIT**
 - **LEGISLATIVE DRAFTING UNIT**
 - **BELIZE INTELLECTUAL PROPERTY OFFICE and**
 - **LEGAL ADVICE AND SERVICES CENTER**

Terms of Reference are attached

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 to practise in such a court.
- (b) must be in good health.
- (c) must be a person who conducts himself/herself at all times, both in his/her professional and personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Experience and training required:

- (a) Bachelor of Laws Degree from a recognized institution; and
- (b) 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
Belmopan City, Cayo District Belize, Central America
Telephone number: 822-2504 or 822-0519
email address: ceo@mps.gov.bz

Deadline for receipt of applications: **December 31st, 2024**

Applicants must submit proof of qualifications and two references along with letter of application.

Note: Only suitably qualified applicants will be acknowledged. The Commission is not bound to make an appointment from among those persons who apply.

Terms of Reference

Crown Counsel, Litigation Unit

- Prepares complex draft pleadings, summonses, affidavits and other legal documents for filing in court
- Prepares briefs and instructs Advocate Counsel in Magistrates Court, High Court, Court of Appeal and the Caribbean Court of Justice and Tax Appeal Court
- Prepare, vet and draft various legal documents inclusive but not limited to leases, agreements, licences, memoranda of understanding
- Prepare legal opinions for the Attorney General and the Governor General of Belize
- Provide legal opinions to the Police Department, the constitutional commissions and the Belize Advisory Council
- Prepares advice for Cabinet, Ministries/Departments and other Government Organizations in less complex civil matters
- Prepares and represents the State on Bills of Costs and reviews
- Represents the State in complex constitutional and other civil legal proceedings
- Research and review laws, evidence and judgments
- Determines whether matters should be settled or whether there should be an appeal
- Assume the conduct of litigation matters on behalf of the Crown by appearing on behalf of the State in constitutional and other civil matters and in interlocutory proceedings at the Magistrate's Court, High Court, Court of Appeal and Caribbean Court of Justice
- Present oral and written legal submissions to the Courts
- Prepare written submissions
- Undertake research on behalf of the Attorney General, Solicitor General and Deputy/Assistant Solicitor
- Participate in Alternative Dispute Resolute in order to amicably resolve civil matters involving the Crown
- Sit and serve on various committees as directed by the Solicitor General
- Participate or assist in training workshops and seminars and attend relevant workshops

- Assists in the preparation of cabinet notes
- Represents the Ministry/Department at court, parliament, meetings, committees and/or other fora
- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material
- Copies and collates relevant documents
- Performs other duties as may be required

Crown Counsel, Legal Advice Unit

- Provides legal advice to the Government of Belize;
- Conducts thorough legal research into the laws of Belize and related laws of other jurisdictions;
- Researches and reviews case laws, judgments from Belize and other related jurisdictions, secondary sources of law including Texts, Articles, Legal Journals, and other Commentary in less complex legal issues;
- Provides legal opinions to the Attorney General, the Cabinet, Ministers of Government and Chief Executive Officers in legal issues;
- Prepares Legal Advice and Legal Opinions to Government Ministries, Government Departments, Constitutional Commissions, various public bodies and statutory authorities on legal issues;
- Provides legal advice and guidance to the Belize Advisory Council, the various Constitutional Commissions, and the Heads of Departments as it relates to administrative, disciplinary and appeals in disciplinary cases;
- Provides legal advice, legal opinions and guidance to the Auditor General, the Financial Secretary and the Clerk to the National Assembly on legal issues;
- Meets with Ministers, Chief Executive Officers, Heads of Department and other public officers to take instructions in legal matters;
- Prepares, drafts, vets and revises contracts for or on behalf of the Government of Belize;

- Prepares, drafts, vets and revises various legal documents for or on behalf of the Government of Belize inclusive but not limited to leases, agreements, licences, notices, legal letters, deeds and other legal documents;
- Participates in meetings in the negotiations of contracts and agreements on behalf of the Government of Belize;
- Analyses and determines whether matters should be settled or whether they should proceed to litigation;
- Represents the Attorney General's Ministry in meetings as directed by the Attorney General or Solicitor General through the Head of Unit;
- Participates or assists in training workshops and seminars and attends relevant workshops and participates in other general office matters;
- Assists in the preparation of cabinet notes;
- Represents the Ministry/Department at court, parliament, meetings, committees and/or other for a;
- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material;
- Copies and collates relevant documents;
- Performs other duties as may be required;
- Sits and serves on various committees as directed by the Attorney General or Solicitor General;
- Participates or assists in training workshops and seminars and attends relevant workshops;
- Proficiency in the use of Microsoft Office Suite and the internet for research purposes;
- Skilled in the use of computers;
- Ability to use e-Government technology platforms;
- Ability to use online legal repository;
- Ability to conduct legal research and to use the internet for research purposes;
- Ability to interpret and analyze the law and legal issues;
- Ability to prepare briefs and opinions and to provide instructions for advocate attorney-at-laws with respect to matters of legislation;
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing;

- Ability to maintain confidentiality;
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

Crown Counsel, Legislative Drafting Unit

- Conducts research into laws of Belize and related laws of other countries
- Prepares or assists in the preparation of drafts of background papers, studies, reports, policies, procedures, guidelines, legislation, legislative texts and commentaries on those texts
- Drafts simple substantive and subsidiary legislation including regulations, rules, instructions, orders and proclamations
- Drafts under close supervision of a senior legislative drafter or assists a senior legislative drafter in the drafting of legislation and amendments of legislative enactments already in existence
- Participates in the consolidation of substantive and subsidiary legislation
- Participates in the discussions on legislative drafting work and general office matters
- Assists in the preparation of cabinet notes
- Represents the Ministry/Department at parliament, meetings, committees and/or other fora
- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material
- Liaises with Ministries, Statutory Authorities and Governmental bodies to clarify or obtain instructions as it relates to the drafting of legislation, advising on legal implications of proposed legislation and policy
- Prepares Parliamentary briefs, speaking notes on relevant Bills and responses for the Attorney General to queries from Members of the National Assembly on Legal and Constitutional issues
- Assists in advising the Attorney General or Ministries/Departments on legal issues arising from Parliamentary debates

- Assists in advising the Attorney General, Cabinet, Parliamentary Committees and Technical Officers on constitutional and administrative issues arising from legislative proposals
- Advises Ministries/Departments/Governmental Agencies on the legal implications of proposed legislation and policy
- Assists in the preparation of Cabinet Papers on proposed legislation for Cabinet, also reviews or vets, as required, Cabinet Notes from other Ministries with a view to ensuring feasibility of legislative proposals
- Attends Committee meetings of the Parliament to assist the Committee in understanding the purpose and structure of legislation before it and to re-draft provisions where necessary
- Prepares statements for oral and written presentations by the Attorney General and by other Ministries, as required
- Represents the Ministry at local, regional or international workshops, conferences and/or seminars and participates in the relevant discussions with a view to providing the Attorney General with advice on policy formulation which may result in the need for the drafting of legislation
- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material
- Copies and collates relevant documents
- Performs other duties as may be required

Crown Counsel, Belize Intellectual Property Office

- Assist in the administration of the Patents, Trademarks, Copyright Acts and all other legislation related to intellectual property
- Provide legal opinions on issues pertaining to intellectual property
- Ensure compliance with treaty and international obligations
- Assist in the formulation policies for reform of the framework and system in Belize

- Provide legal advice to the Government relating to intellectual property law
- Represent the Belize Intellectual Property Office at international negotiations relating to intellectual property
- Conduct and participate in public education campaigns on the work of the BELIPO and intellectual property in Belize
- Attend trainings, workshops and seminars on intellectual property and related disciplines
- Conduct research for the Attorney General or Solicitor General in matters related to intellectual property
- Assist in the preparation of cabinet papers and on policy making, or recommended policy and legislative changes in the area of intellectual property
- Assist and participate in capacity building mechanisms for staff and the work of the Belize Intellectual Property Office
- Any other additional duties and responsibilities of the Belize Intellectual Property Office.

Crown Counsel, Legal Advice and Services Center

- Participate in developing strategies for enhancing legal services provided by the Legal Advice and Services Center
- Render legal advice to members of the public on legal issues affecting them
- Prepare, vet and draft various legal documents (letters, wills, agreements, estate matters)
- Assume the conduct of civil litigation, divorces, custody, and criminal matters both in the High and Appeals Courts of Belize and inferior courts of Belize
- Provide assistance and guidance in the conduct and progress of matters in the various courts
- Participate and assist in training workshops and seminars
- Attend relevant workshops and seminars
- Work with the Deputy/Assistant Solicitor General/Litigation and the Solicitor General on all matters at the Legal Advice and Services Center
- Be responsible for all publications of the office, in any form, including press releases

- Comply with and support administrative instructions on procedures to be followed in respect of any function of service provided by the Legal Advice and Services Center
- Performs other duties as may be required

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