



JUDICIAL & LEGAL SERVICE COMMISSION

VACANCY NOTICE

CHIEF COUNSEL (CONVEYANCE) **CIVIL CHAMBERS SECTION, DEPARTMENT OF LEGAL AFFAIRS, OFFICE OF THE** **ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS**

Applications are invited from suitably qualified persons for appointment to the post of Chief Counsel (Conveyance) in the Civil Chambers Section, Department of Legal Affairs, in the Office of the Attorney General and the Ministry of Legal Affairs, Commonwealth of The Bahamas.

Requirements for the post:

Applicants must be a Member of the Bahamas, English, Irish, or Scottish Bar or of the Bar of any country to which a member of the Bahamas Bar is admitted without examination, with at least six (6) years' experience in civil matters and knowledge of the methods and machinery of the court.

Job Summary

Responsible for Civil Litigation Matters in the Office of the Director of Legal Affairs.

General Duties and Responsibilities

- To represent the Government of The Bahamas in Civil Proceedings instituted by or against the Government, for example, Torts, Breach of Contract, Judicial Review Applications, Constitutional Matters, Land Matters, Immigration Matters, Labour Matters, Habeas Corpus Applications, and Family Matters;
- To provide legal opinions to various Government Ministries, Departments, and Statutory Corporations;
- Reading and assessing files to determine their suitability for legal action;
- Interviewing witnesses, preparing and reviewing files;
- Filing documents in the Supreme Court and the Court of Appeal;
- Preparing bundles for the Court of Appeal, Supreme Court, and Privy Council;
- Drafting of pleadings and all court documents;
- Liaising with other Government agencies to expedite their legal issues;
- Representing the Office of the Attorney-General and speaking at various public forums; and
- Any other duties that may be assigned commensurate with the post.

The appointment will be on permanent and pensionable or contractual terms if a citizen of The Bahamas is appointed, or on contractual terms if a non-Bahamian is appointed. In the case of a contractual appointment of two (2) years or more, a gratuity of fifteen percent (15%) of the basic salary would be payable upon satisfactory completion of service.

Salary

The salary of the post is in **Scale JL12A, \$68,400 x \$700 - \$76,100, per annum (July 2022 Salary Scales). Allowances commensurate with post.**

Serving Officers must apply through their Permanent Secretary or Heads of Department.

Application forms may be obtained online at www.bahamas.gov.bs and should be returned in duplicate with certified copies of qualifications and documentary proof of relevant experience to the Permanent Secretary, Office of the Attorney General and Ministry of Legal Affairs, Paul L. Adderley Building No. 18, John F. Kennedy Drive, Nassau, Bahamas or via email to attorneygeneral@bahamas.gov.bs by 31 July 2025.