



## JUDICIAL & LEGAL SERVICE COMMISSION

# VACANCY NOTICE

### COUNSEL IN THE CIVIL LITIGATION SECTION DEPARTMENT OF LEGAL AFFAIRS, OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS

Applications are invited from suitably qualified persons to fill the post of Counsel, Civil Litigation Section, Department of Legal Affairs, Office of the Attorney General & Ministry of Legal Affairs.

#### **Requirements for the post:**

Applicant must hold a Bachelor of Laws Degree (LLB); and be a member of at least three (3) years standing of The Bahamas or English Bar, and must be a holder of the Certificate of Legal Education from the Norman Manley Law School, the Hugh Wooding Law School, or Eugene Dupuch Law School.

#### **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; a
- 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 JL15 A, \$56,100 x \$700 - \$64,500, 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](http://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](mailto:attorneygeneral@bahamas.gov.bs) by 31<sup>st</sup> July 2025.