



SAINT VINCENT AND THE GRENADINES

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GOVERNMENT NOTICES

No. 96

LEGISLATIONS

The following Acts which were assented to by Her Excellency the Governor-General are published in today's issue of the Gazette and can be purchased at the Government Printing Office, Campden Park Industrial Estate:-

Act No. 13 of 2025:- Supplementary Appropriation Act, 2025.

Act No. 14 of 2025:- Public Sector Investment Loan (Amendment) Act, 2025.

12th August, 2025.

No. 97



VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Office Manager within the Eastern Caribbean Supreme Court, Headquarters, Castries, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE : Office Manager
REPORTS TO : Court Administrator
CLASSIFICATION : MPP 5

A. DUTIES AND TASKS

The incumbent is required to perform the following duties among others:

1. Facilitates travel arrangements in accordance with the Court schedules and as otherwise authorized by the Court.
2. Manage the assets of the Court including all local buildings, fixtures, furniture and vehicles.
 - i. Ensure buildings meet health and safety requirements of the Court in conjunction with the landlord(s);
 - ii. Maintain and manage insurances of assets as required;
 - iii. Identify and respond to employee/supplier concerns;
3. Arrange the purchase of goods and services in accordance with the ECSC Procurement Policy.
4. Oversees the works/services provided to the Court by service providers under the purview of the Unit/Department.
5. Assist the Accounts Department in conducting the inventory of goods in stock.
6. Prepares correspondence for exemption of duties and VAT refunds, applications for the OECS Travel Document, and applications for Diplomatic Passports for persons who are entitled to receive them.
7. Maintains a database / register tracking the expiration dates of all official passports (OECS Passport and Diplomatic Passports) in order to manage the renewal process in a proactive manner.
8. Liaises with Landlord for maintenance of Headquarters and any other Court's Headquarters office spaces.

9.

Liaises with suppliers of office equipment for servicing and repairs of the equipment.
10.

Oversees the management of the parking area at the Headquarters.
11.

Manages the usage of the court vehicles.
12.

Works with the HR Department to submit the Notification Forms for newly appointed Judges/Senior Staff to the Department of External Affairs, as well as for the submission of all applications for work permits, and regularisation of stay for non-Saint Lucian employees.
13.

Works with the HR Department and other Department Heads for the onboarding and offboarding of employees.
14.

Manage Health and Safety requirements of the Office Spaces.
15.

Manage Disaster preparedness within the Court and monitor and revise disaster preparedness programs in conjunction with the Court Administrator and other Department Heads.
16.

Conceptualize and recommend energy saving initiatives in conjunction with other Departments.
17.

Where, and when necessary, delegate tasks to Staff in the Department for assistance in order for them to be completed in a timely and effective manner.
18.

Any other related duties which may be assigned from time to time.

C. QUALIFICATIONS AND EXPERIENCE

The job requires a Bachelor's Degree in Management or Business Administration and four (4) years relevant experience working in a similar environment.

Strong negotiation skills, excellent written and verbal communication, experience in administration, office management, protocol service would be an asset.

D. REMUNERATION

Salary will be commensurate with qualifications.

Completed employment **application form**, together with a **cover letter**, **curriculum vitae (CV)**, **two [2] written reference letters** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary

Judicial and Legal Services Commission

Eastern Caribbean Supreme Court

2nd Floor, Heraldine Rock Building

The Waterfront

P.O. Box 1093

Castries

Saint Lucia, West Indies.

To arrive no later than **Friday, 29th August, 2025.**

NB: Application forms may be downloaded at the Court's Website (**www.eccourts.org**). Applications may also be submitted via email to **jlsc@eccourts.org**. Incomplete applications will not be considered. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

12th August, 2025.

No. 98



Employment Application Form

A. APPLICANT INFORMATION

Position Applied for: _____

Date Available to commence work if offer of appointment made: _____/_____/_____
Day Month Year

Full Name: _____
Last First M.I.

Postal Address: _____

Home Address: _____

Email Address:_____ Phone: _____

Nationality: _____

Have you ever worked for this organisation? ☐ Yes ☐ No

If yes, please indicate the dates: _____

B. EDUCATIONAL AND PROFESSIONAL HISTORY

*[Certified copies of certificates or official transcripts of all stated education qualifications **must** be submitted along with the Application Form]*

Higher/Further Education
[Including undergraduate and postgraduate degrees and/or diplomas]

Colleges and/or Universities Attended and Addresses	Dates Attended	Degrees/Diplomas/ Certificates awarded (Please state class, if any)

Professional Experience

Dates		Company/ Organisation	Job Title	Reason for Leaving
From	To			

Other Work Experience

Dates		Company/ Organisation	Job Title	Reason for Leaving
From	To			

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C. REFERENCES

Please list two [2] professional references.

Name	Company/ Organisation	Job Title	Contact Information

Have your ever been convicted of a criminal offense? ☐ Yes ☐ No

If yes, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

12th August, 2025.

No. 93

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Senior Crown Counsel, Attorney General’s Chambers, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE : Senior Crown Counsel

REPORTS TO : Solicitor General

SUPERVISES : Crown Counsels and Legal Secretary

CLASSIFICATION : GRADE 19

A. RELATIONSHIP AND RESPONSIBILITIES

- 1. Provision of professional efficient and ethical legal services to the Government of Saint Lucia in matters related but not limited to the conduct of Civil Legislation, provision of legal advice, drafting and vetting on contracts and other agreements.
- 2. Works under the direction of and reports to the Solicitor General.
- 3. Required to respond whenever necessary to the Attorney General and Permanent Secretary on matters related to work in progress.

B. DUTIES AND TASKS

- 1. Prepares, presents and represents the Government of Saint Lucia in all civil matters in the High Court and Court of Appeal and provides guidance and assistance to the Crown Counsel in the conduct and progress of matters.
- 2. Functions as a legal representative of the Government locally, regionally and internationally in matters involving constitutional and other civil issues.
- 3. Prepares all legal documents to be filed in civil matters.
- 4. Appears in appeals in disciplinary matters before the Public Service Appeal Board and the Income Tax Appeals Tribunal.

- 5. Provides legal advice to all Ministries and Government and Government Departments to ensure that the interest of the Government is safeguarded.
- 6. Drafts and vets Deeds and Agreements, Memoranda of Understanding, Contracts, Notarial documents to which Government is a party.
- 7. Reviews, vets and approves documents for Marriage Licences, Aliens Licences and any other related matter.
- 8. Advises the Attorney General on applications by Non-Profit Companies.
- 9. Advices the Attorney General on applications for admission to the Bar by non-citizens.
- 10. Vets Loan Agreements with Foreign Governments or Agencies.
- 11. Processes Mutual Legal Assistance Requests (internal and external), Letters Rotatory including matters of extradition and registration of restraining orders and advising on treaty and international obligations.
- 12. Represents the office of the Attorney General on various committees, statutory bodies and other Boards established by Government.
- 13. Represents the Government of Saint Lucia at workshops, conferences and other meetings locally and overseas.
- 14. Liaises with other Senior Crown Counsels ensuring familiarity with all major litigation involving Chambers.
- 15. Acts as Tutor Ad Hoc in applications for adoption of infants.
- 16. Prepares and represents the State in the adjudication of matters, mediation, negotiation, and in particular Boards of Assessment.
- 17. Performs such other duties as may be assigned from time to time by the Attorney General and the Permanent Secretary.

C. CONDITIONS

- 1. Functions in a scheduled traveling post and receives traveling and mileage allowance in accordance with approved rates.

2. Required to maintain motor vehicle for the proper performance of duties.

3. Accommodation provided in a general administrative office.

4. Institutional support provided through appropriate civil service regulations and departmental guidelines.

5. Salary and allowances, and vacation leave are in accordance with the terms and conditions stipulated by Government in the Estimates/Collective Agreement and policy documents.

6. This post is non-pensionable.
5. Extensive knowledge of legal principles, practices and proceedings.

6. Knowledge of Government procedures and practices.

7. A sound working knowledge of the Laws of Saint Lucia.

8. Ability to establish and maintain effective working relationships with associates and the Public.

9. Ability to analyse issues, make interpretations and sound recommendations.

10. Proven ability to solve legal problems in a methodical and practical way.

D. EVALUATION METHOD

Work performance will be evaluated on the basis of the following:

1. Demonstrated supervisory capabilities and interpersonal skills.
2. Punctual and consistent attendance to duties.
3. Number of problems investigated and relevance of prescriptions.
4. Compliance with Ministry guidelines and standard operating procedures.
5. Effective implementation of duties, responsibilities and assignments as defined in the job description.
6. Compliance with and responsiveness to supervision and level of supervision given.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. A working knowledge of and ability to interpret Legislation, Civil Service Rules and Regulations, Collective Agreements.
2. Demonstrated ability to organize and work independently on multiple tasks/ projects and complete assignments within specified deadlines.
3. Ability to plan and organize work and prepare clear concise reports.
4. Extensive knowledge of the court procedure.

F. QUALIFICATIONS AND EXPERIENCE

Master's Degree in Law and a Legal Education Certificate plus five (5) years' legal experience.

OR

Bachelor's Degree in Law plus a Legal Education Certificate plus a minimum of seven (7) years' legal experience.

G. SALARY AND ALLOWANCES

Salary is at the rate of EC \$103,194.00 per annum

Legal Allowance	\$24,000.00
Travel Allowance	\$ 8,808.00
Telephone Allowance	\$ 1,098.00
Entertainment Allowance	\$ 3,780.00

Salary and allowances are exempt from income tax.

Applications, along with **two (2) written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach her no later than **Friday, 29th August 2025.**

NB: Applications may also be submitted via email to jpsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

5th August, 2025.

No. 94

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Crown Counsel I, Crown Prosecution Service, Ministry of Justice, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE : Crown Counsel I

REPORTS TO : Director of Public Prosecutions

SUPERVISES : N/A

CLASSIFICATION : GRADE 15

A. RELATIONSHIP AND RESPONSIBILITIES

- 1. Represents the State in effectively prosecuting and disposing of criminal offences against the person and either way offences, not amounting to murder, in the Magistrates' Courts, High Court and Court of Appeal.
- 2. Liaises when necessary with other divisions within the Department of Home Affairs, Justice and National Security and reports whenever necessary to the Deputy Director of Public Prosecutions.

B. DUTIES AND TASKS

- 1. Assists the Director of Public Prosecutions in reviewing criminal case files from the Royal St. Lucia Police Force and other government law enforcement

- agencies to ensure the effective and just prosecution and disposition of cases in the Magistrates' Courts and the Case Management Court of the High Court.
- 2. Represents the Crown in summary Criminal Appeals cases to ensure appropriate decisions are upheld.
- 3. Reviews investigation files from the Police and other government agencies and renders legal advice, in consultation with the Director of Public Prosecutions, for the conduct of effective prosecution and disposition of matters of a criminal nature.
- 4. Drafts indictments in respect of indictable cases filed in the High Court for approval by the Director or Deputy Director of Public Prosecutions in preparation for Arraignment.
- 5. Briefs witnesses in cases being prosecuted at the Magistrates' Courts and High Court through individual interviews in preparation for Court hearing to ensure effective prosecution.
- 6. Monitors the progress of cases by ensuring all assignments in relation to cases are completed, and reports on the outcome of cases conducted to ensure updated case information is maintained.
- 7. Ensures all cases for relevant assigned Courts are effectively coordinated to ensure the smooth operations of the Court.
- 8. Liaises with Police with regard to completion of case files to be heard to ensure effective disposal of cases.
- 9. Engages in research into criminal cases to be adjudicated in the Magistrate's Court, High Court and Court of Appeal to ensure all pertinent information is available for effective disposal of cases.
- 10. Attends workshops, seminars and conferences organized by the Office of the Director of Public Prosecutions, Court of Appeal, Government Ministries, and other local, regional and international agencies to ensure the development of required competencies and skills.
- 11. Performs any other work-related duties as may be assigned by the Director of Public Prosecutions from time to time.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through the Constitution of Saint Lucia, civil service rules and regulations, departmental guidelines, standard operating procedures, Estimates of Expenditure and Revenue, Finance (Administration) Act and supporting regulations.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in Public and Case Law
6. Required to demonstrate political acuity.
7. May be exposed to possible volatile situations in the conduct of duties.
8. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
9. Required to be punctual and present for work, meetings and other official appointments and activities.
10. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
11. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's license.
3. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.
4. Proven ability to manage subordinates in the achievement of the Department's goals and objectives.
5. Demonstrated ability to supervise, lead and motivate subordinates to foster a culture of high performance and continuous growth and improvement.
6. Demonstrated accuracy, attention to detail, neatness and effectiveness of work assigned.
7. Demonstrated willingness to accept the responsibility and authority of the post; taking action and making sound decisions on matters associated with the post.
8. Demonstrated ability to effectively relate to internal and/or external clients; displaying respect, fairness, courtesy and consideration of client needs.
9. Demonstrated ability to analyse information, factors and alternatives to situations and problems to arrive at logical conclusions and implement appropriate solutions to ensure completion of assigned tasks.
10. Demonstrated time management skills and ability to complete assigned tasks in a timely manner; punctuality and presence for work, Court, meetings and appointments.
11. Demonstrated ability to work collaboratively; interact positively and communicate effectively with team members and internal and external clients and stakeholders.
12. Demonstrated ability to display self-reliance, creativity, initiative, innovation and ingenuity in effectively fulfilling the duties of the post.

D. EVALUATION METHOD

1. Demonstrated compliance and application of Civil Service Regulations, Departmental Guidelines, Standard Operating Procedures, Pensions Act and general human resource, rules, regulations and policies.
2. Demonstrated application of job knowledge and/or technical expertise relevant to the job.
13. Demonstrated ability to maintain confidentiality and flexibility in scheduling work assignments as priorities change and ability to manage time in a fast-paced environment.
14. Demonstrated level of political acuity and emotional intelligence in the conduct of duties
15. Demonstrated ability to remain current with legal knowledge and developments.

<div>16. Demonstrated ability to apply legal principles, understand and adhere to court proceedings.</div> <div>17. Demonstrated ability to effectively utilize legal research skill and techniques using various resources.</div> <div>18. Demonstrated ability to effectively analyze and present laws and legislation.</div>	<div>13. Ability to effectively plan, organize and manage time.</div> <div>14. Ability to effectively develop and maintain working relationships with management, colleagues, partners, members of the public and stakeholders at all levels.</div>
<div>E. SKILLS, KNOWLEDGE AND ABILITIES</div> <div><div>1. Advanced knowledge of and ability to interpret the Laws of Saint Lucia.</div><div>2. Advanced knowledge of legal principles and Court procedures and practices.</div><div>3. Working knowledge and ability to interpret and apply Civil Service Rules and Regulations, Standard Operating Procedures, Staff Orders, Collective Agreements and Departmental Guidelines.</div><div>4. Decisiveness, soundness of judgment and clarity of presentation.</div><div>5. Ability to draft indictments and prepare legal submissions.</div><div>6. Expert oral, written communications and presentation skills and expert skills to accuracy and attention to detail.</div><div>7. Advanced knowledge of legal research skills and techniques including the use of electronic research tools and the use of various office automation tools.</div><div>8. Advance and working knowledge of the Judicial Case Management Systems.</div><div>9. Advanced Knowledge of and ability to interpret and apply civil service rules and regulations, departmental guidelines and standard operating procedures and Staff Orders and any other relevant policy and legislative documents.</div><div>10. Ability to conduct legal and other research, analyze and interpret laws and regulations.</div><div>11. Ability to present and explain statements of fact and the law.</div><div>12. Ability to exercise judgement, tact, diplomacy, impartiality, decisiveness and clarity in the execution of duties.</div></div>	<div>F. QUALIFICATIONS AND EXPERIENCE</div> <div><div>1. Master's Degree in Law, plus Legal Education Certificate, Admission to the Bar and at least five (5) years' legal practice experience especially in criminal law.</div><div>OR</div><div>2. Bachelor's Degree in Law, plus Legal Education Certificate, Admission to the Bar and at least six (6) years' legal practice experience especially in criminal law.</div></div> <div>G. SALARY AND ALLOWANCES</div> <div><div>• Tax free salary at the rate of seventy-five thousand, four hundred and fifty-seven dollars and eight cents (\$75,457.08) (Grade 15, step I) per annum.</div><div>• Travel Allowance at the rate of seven thousand, six hundred and twenty dollars (\$7,620.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance).</div><div>• Legal Officer's Allowance at the rate of twelve thousand dollars (\$12,000.00) per annum.</div><div>• Telephone Allowance at the rate of two hundred and ninety-one dollars (\$291.00) per annum.</div><div>• Twenty-three (23) days of vacation leave per annum.</div><div>• Twenty-five percent (25%) gratuity of basic salary (not including allowances) will be paid on satisfactory completion of the contract.</div></div>

Application Cover letter, along with **two (2) written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach her no later than **Monday, 25th August 2025**.

NB: Applications may also be submitted via email to jlsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

5th August, 2025.

No. 95

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Crown Counsel IV, Crown Prosecution Service, Ministry of Justice, Saint Lucia**.

JOB DESCRIPTION

JOB TITLE	: Crown Counsel IV
REPORTS TO	: Director of Public Prosecutions
SUPERVISES	: Crown Counsel I, II, III
CLASSIFICATION	: GRADE 18

A. RELATIONSHIP AND RESPONSIBILITIES

1. To represent the Crown in prosecuting complex and serious criminal offences in the Magisterial Courts, High Courts and the Court of Appeal and rendering legal advice on criminal matters to the Police and other Government agencies, to provide competent representation on behalf of the State in the presentation of matters before the Court.

2. To manage assigned staff and resources to ensure work programmes are implemented in accordance with legislative and operational requirements and established labour practices.
3. Responds to the Deputy Director of Public Prosecutions and liaises with the Police, District Court Office, Registry of the Supreme Court, Forensic Lab, Public Hospitals and the Eastern Caribbean Supreme Court on matters relating to work in progress.

B. DUTIES AND TASKS

1. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance including identifying training needs and gaps to ensure effective performance management.
2. Prepares for trial by conducting witness interviews, preparing trial bundles, liaising with investigating officers relative to exhibits in their custody and responding to pretrial applications by the defense to enable compliance with Court issued deadlines.
3. Represents the Crown at sufficiency hearings by preparing submissions in accordance with legal thresholds, responding to objections and making oral submissions to satisfy the Court that there is enough evidence to stand trial.
4. Prepares indictments by reviewing Criminal Case Files, ensuring witnesses are listed and the correct charges are preferred for approval by the Director of Public Prosecutions, to enable filing prior to the arraignment date, in compliance with the Criminal Procedure Rules.
5. Reviews Criminal Case Files by perusing witness statements, ensuring proper procedure has been followed, assessing cogency of evidence and items exhibited to the file, to ensure sufficiency of evidence.
6. Engages in jury selection by challenging or approving jurors randomly selected from the jury pool assembled by the High Court for the selection of a jury of Saint Lucians.

7. Prepares sentencing submissions by applying the facts of the case to the sentencing guidelines issued by the Eastern Caribbean Supreme Court, perusing the presentence reports and Criminal Records of the defendants to ensure consistency and fairness in the sentences imposed by the Court.
8. Responds to appeals by defendants by filing relevant Court documents and appearing at Court of Appeal sittings to present submission to the Court on behalf of the state.
9. Consults with law enforcement officers, by providing legal advice in the investigation of ongoing cases to provide guidance on charges to be laid.
10. Undertakes legal research by perusing domestic and foreign legislation and case law to respond to legal issues that arise, in an effort to prepare comprehensive submissions and assist the Courts in arriving at fair decisions.
11. Assists with the review of bills and proposed amendments to legislation through research, interpreting and scrutinizing existing laws and consultation with stakeholders to provide legal opinions.
12. Collaborates with the Financial Investigations Authority in the application and management of restraint orders, by examining and reviewing evidence proffered by investigating officers, preparing applications, reviewing affidavits, perusing exhibits and drafting orders for restraining assets and advocating before the Courts for the forfeiture of assets of person, criminal organization and terrorist group.
13. Prepares status reports on the work programme of the Unit, in accordance with Standard Operating Procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
14. Represents the Department on committees, conferences and meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
15. Performs any other job-related duties as may be assigned.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through the Constitution of Saint Lucia, civil service rules and regulations, departmental guidelines, standard operating procedures, Estimates of Expenditure and Revenue, Finance (Administration) Act and supporting regulations.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in Public and Case Law
6. Required to demonstrate political acuity.
7. May be exposed to possible volatile situations in the conduct of duties.
8. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
9. Required to be punctual and present for work, meetings and other official appointments and activities.
10. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
11. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's license.
12. May be required to travel regionally and internationally in the conduct of duties.
13. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. EVALUATION METHOD

1. Demonstrated knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, Laws relating to insolvency, The Civil Code, Code of civil procedures,

- Execution of Judgements, Criminal Code, Criminal Procedure Rules, Customs (Control and Management) Act and other relevant regulations and policy documents.
2. Demonstrated application of job knowledge and/or technical expertise relevant to the job.
 3. Demonstrated problem-solving and decision-making skills
 4. Demonstrated interpersonal skills and consistently demonstrates emotional intelligence.
 5. Demonstrated negotiation and mediation skills.
 6. Demonstrated oral and written communication, listening and presentation skills.
 7. Demonstrated knowledge of, and ability to interpret and apply legal principles and practices and Court procedures.
 8. Demonstrated knowledge of the structure of the Public Service and ability to interpret and apply its administrative policies and procedures.
 9. Demonstrated leadership and management skills with the ability to inspire and motivate employees.
 10. Demonstrated computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes.
 11. Demonstrated ability to conduct legal research, analyze and interpret laws and regulations.
 12. Demonstrated ability to present and explain statements of fact and the law.
 13. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
 14. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
 15. Demonstrated ability to exercise initiative and judgment in the execution of duties.
 16. Demonstrated ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
 17. Demonstrated analytical and conceptualization skills.
 18. Demonstrated ability to complete assignments and tasks as defined by performance targets.
 19. Demonstrated ability to remain current on practices and developments in legal knowledge and developments
 20. Demonstrated ability to prepare and submit reports that meet established standards.
 21. Intellectually acute, visionary and innovative.
 22. Ability to adapt to organisational change.
- E. SKILLS, KNOWLEDGE AND ABILITIES**
1. Expert knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, Laws relating to insolvency, The Civil Code, Code of Civil Procedures, Execution of Judgements, Criminal Code, Criminal Procedure Rules, Customs (Control and Management) Act and other relevant regulations and policy documents.
 2. Advance knowledge of legal principles and court procedures and practices.
 3. Expert problem-solving and decision-making skills
 4. Expert interpersonal skills and consistently demonstrates emotional intelligence.
 5. Expert negotiation and mediation skills.
 6. Expert oral and written communication, listening and presentation skills.
 7. Advanced knowledge of, and ability to interpret and apply legal principles and practices and Court procedures.
 8. Intermediate knowledge of the structure of the Public Service and ability to interpret and apply its administrative policies and procedures.

9. Intermediate leadership and management skills with the ability to inspire and motivate employees.

10. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes.

11. Ability to conduct legal research, analyze and interpret laws and regulations.

12. Ability to present and explain statements of fact and the law.

13. Ability to effectively develop and maintain working relationships with team members and other stakeholders.

14. Ability to manage time, meet deadlines and remain calm under pressure.

15. Ability to exercise initiative and judgment in the execution of duties.

16. Ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.

17. Intellectually acute, visionary and innovative.

18. Ability to adapt to organizational change.

- Travel Allowance at the rate of seven thousand, six hundred and twenty dollars (\$7,620.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance).
 - Legal Officer’s Allowance at the rate of eighteen thousand dollars (\$18,000.00) per annum.
 - Telephone Allowance at the rate of two hundred and ninety-one dollars (\$291.00) per annum.
 - Twenty-three (23) days of vacation leave per annum.
 - Twenty-five percent (25%) gratuity of basic salary (not including allowances) will be paid on satisfactory completion of the contract.

Application Cover letter, along with **two (2) written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary

Judicial and Legal Services Commission

2nd Floor, Heraldine Rock Building

The Waterfront

Castries

Saint Lucia, W.I.
- F. QUALIFICATIONS AND EXPERIENCE
1. Master’s Degree in Law plus a Legal Education Certificate plus three (3) years’ experience in a post at Grade 15 or above; or three (3) years' relevant professional experience;

OR

2. Bachelor’s degree plus post graduate diploma in Law plus a Legal Education Certificate plus three (3) years’ experience in a post at grade 15 or above; or three (3) years' professional experience.

NB: Applications may also be submitted via email to jlsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.

5th August, 2025.

BY COMMAND

KATTIAN BARNWELL-SCOTT

Secretary to Cabinet

Prime Minister’s Office

G. SALARY AND ALLOWANCES

- Tax free salary at the rate of eighty- nine thousand, eight dollars and sixty-eight cents (\$89,008.68) (Grade18, step I) per annum.

Prime Minister’s Office

St. Vincent and the Grenadines.

12th August, 2025.

Printed by the Government Printer at the Government Printing Office,
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2025

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