

Ministry of Finance and Development Planning
Office of the Minister
Department Administration
Term of Reference



POST INFORMATION

INSTITUTION:	MINISTRY OF FINANCE & DEVELOPMENT PLANNING (MFDP)
DEPARTMENT:	OFFICE OF THE MINISTER
POSITION TITLE:	LEGAL COUNSEL FOR LITIGATION
SUPERVISOR:	CHIEF LEGAL COUNSEL

JOB PURPOSE

To assist in providing the best professional legal advice and assistance related to criminal investigations and litigations. This position will also represent the MFDP and the Republic in cooperation/coordination with the Ministry of Justice before courts of competent jurisdiction.

MAIN TASK AND RESPONSIBILITIES

- a. The proper functioning of the Legal Section and to be ultimately responsible for the performance and quality of all litigations required of or assigned to the Section.
 - b. The performance of the best comparative legal analyses on a range of issues in a given area, accurately and correctly identifying available legal alternatives.
 - a. Helping to conduct the best comparative legal analyses on a range of issues in a given area, accurately and correctly; helping to identify legal and policy issues, researching relevant precedents, and proposing the most appropriate solutions; to conduct the best comparative legal analyses, thoroughly identifying legal and policy issues, researching relevant precedents, and proposing the most appropriate solutions; providing legal support to ongoing cases, and other matters; preparing excellent briefs on the most diverse topics as required; excellently drafting, reviewing, negotiating and finalizing legal documents for litigation.
1. Help manage financial and manpower resources by:
 - a. Assisting in assigning cases to subordinate counsels efficiently for hearing and/or proceedings while helping to train them to handle a variety of cases and controversies.
 - b. Assisting the expert, timely preparation and filing of all requisite pleadings in criminal cases instituted by or against the MFDP in accordance with internal efficiency standards – never failing to state a claim upon which relief can be granted.
 - c. Providing the best legal representations, in conjunction with the Chief Legal Counsel, to all personnel of the MFDP, who, while acting as agents of the MFDP and within the scope of their lawful authority, come in conflict with the law or allegedly cause injury to a third party or a thing belonging to a third party.
 2. Other Duties:
 - a. To regularly help the Chief Legal Counsel in writing including flash reports on all criminal suits pending before the courts to which the MFDP is a party, including settlement offers and negotiations.

<p>b. To help coach, mentor and supervise attorneys assigned to the Legal Section, and represent MFDP in all Courts in Liberia.</p> <p>c. To help prepare periodic reports on the various criminal causes of action in conjunction with the Chief Legal Counsel to brief the Minister and others as necessary (on a need to know basis) while maintaining the privileges and confidences and not jeopardizing the Republic's chance of prevailing</p> <p>d. And perform other tasks as may assigned by the Chief Legal Counsel.</p>	
REQUIRED COMPETENCE	
Knowledge	<p>Advanced Knowledge of the Criminal and Civil Procedure Laws of the Republic of Liberia as well as the Revenue and Finance Laws and related Policies and Regulations.</p> <p>Well-grounded in the various laws of the Republic of Liberia and the Decisions of the Board of Tax Appeals, Tax Courts, Criminal Tribunals, Debt Court and other Courts..</p> <p>Excellent Legal Research skills.</p>
Skills	<p>a) Self-Starter with Demonstrated Managerial and organizational skills and Executive presence;</p> <p>b) Excellent command of oral and written English;</p> <p>c) Demonstrated superior trial advocacy skills (prosecutorial and/or defense).</p> <p>d) Familiarity with Liberian Courts and Jurists.</p> <p>e) Strong organizational skills and demonstrated ability to perform effectively with minimal or no supervision;</p> <p>f) Good interpersonal/people skills;</p> <p>g) Skills in team building, management and motivation</p> <p>h) Ability to participate effectively in a team based, information-sharing environment, to collaborate and cooperate with others.</p>
Working Places	MFDP, Legal Section and courts of competent jurisdiction
MINIMUM QUALIFICATION AND EXPERIENCE	
Education	A Bachelor Degree in Law (LLB) or an equivalent or higher law degree from an accredited university or college. Administration or related fields will be an added advantage.
Professional Certification	Possession of a valid legal professional license to practice law in the Republic of Liberia, and Membership in good standing with the Liberia National Bar Association (LNBA).
Experience	Must have at least three (3) years of experience in the practice of law with significant practical exposure in litigation. Former Prosecuting or Defense Counsel experience.

Deadline: December 2, 2016

Please submit all applications to:

Human Resource Unit
3rd Floor

Or

Security Desk
Ministry of Finance and Development Planning