



## Position Description

Vacancy Title: **Legal Officer v (1.00) [Fiji]**

Location: **Fiji**

Reports To: **None**

### Objective

The Legal Officer, reports to the Chief Operating Officer and is responsible for providing effective and efficient legal advisory services and assists in managing legal and contractual risks.

### Outcomes

#### Organisational Stakeholders

##### 1. Outcome

###### 1. Effective legal services provided to/for FPCL:

- Prepare, review and modify contracts / agreements and other legal instruments:
- Support contract negotiations
- Finalise, sign-off and document contracts
- Manage legal actions for and against FPCL
- Review, prepare and/or assist with legal cases
- Prepare opinions / briefs for legal cases
- Prepare, negotiate and finalise settlements (or assist)
- Manage risk of legal actions against FPCL
- Advice on the compliance with legal matters
- Communicate with potential legal claimants
- Provide legal protection and risk management advice
- Provide legal advisory and training services to managers
- Assist with preparation and amendment of relevant Government legislation
- Interpretation on aspects of the law and regulatory requirements
- Advice on and manage any litigation or court matters affecting the Authority
- Work effectively with specialist legal council for more complex matters
- Review, prepare briefs for legal cases
- Liaise with external legal counsel where required

###### 2. Legal fraternity relationships and respect maintained:

- Maintain professional relationships with legal fraternity and courts
- Work with legal firms representing / supporting FPCL legal team

###### 3. Informed Executive Management and Board:

- Monthly and quarterly reports - legal actions and pending actions
- Special case reporting/briefings
- Propose legislative changes to the Marine Act and other relevant legislation

###### 4. Statutory and operational compliance:

- Review and advise on legal implications and compliance of internal policies and procedures
- Formulate compliance check-list
- Monitor compliance with statutory obligations and advise management

###### 5. Display and encourage FPCL image and value standards demonstrated at all times.

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

#### Customer

Competence	Description
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
<b>People</b>	
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Degree in Law	
<b>Desirable</b>		
Masters Degree	Law	

## Work Knowledge and Experience

- Demonstrated experience in professional law practice
- Demonstrated success in managing and conducting a variety of litigation matters
- Demonstrated in-depth knowledge and experience with regulatory (Fiji) laws dealing with government and/or commercial contract administration, particularly contract negotiation, preparation and administration
- Knowledge of the practical and legal aspects of drafting legislation and associated litigation
- Demonstrated successful experience in providing independent advice (orally and in writing) to senior level management on highly technical matters
- Some knowledge of maritime law would be an advantage

## Requirements

- Language Proficiency**
- Excellent command of English
  - Proficient in another relevant language

**Regulatory Compliance Requirements**

- Police Clearance
- Legal Practitioner
- Admitted to the Bar
- Drivers Licence

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board and Board Sub Committees	
	Management Team	
	Chief Executive Officer	
<b>External</b>		
	Customers/Clients	
	Suppliers	
	Government Officials	
	Judiciary	
	Regulators	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well Organized	Controls tasks in a well thought out and critical manner
Abstract / Conceptual Thinker	Creates abstract or generic ideas generalised from particular instances
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

## How To Apply

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## Contact for Enquiries

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Further Contact Information: --

**Closing Date: 23 May 2025**