

Position Description

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

Location: **Labasa**

Reports To: **Regional Manager Northern Region (v 1.00)**

Objective

Provide counsel on legal proceedings conducted by TLTB, relevant legal aspects of government and union relationships, contracts, corporate organisation and other matters arising. This position has an internal consultancy role working cooperatively with line managers across the organisation.

Outcomes

Organisational Stakeholders

1. Outcome

1. Legal Risks

- Robust and timely advice and guidance to line management on legal issues affecting their areas of responsibility
- Robust and expert counsel provided to management on government relations, labour negotiations and implications of impending legislative changes.
- Robust and expert advice on the legal aspects of credit, insurance and property, personnel and employee relations, and public relations

2. Litigation Management

- Active representation of TLTB interests in industry and governmental hearings
- TLTB ably represented and/or external Counsel managed in relation to claims made against the organisation
- Collaboration or cooperation with external legal counsel in all relevant matters

3. Compliance

- Activities in relation to TLTB functions are always compliant with legal and ethical standards

4. Customer Service

- Quality customer service provided to TLTB's external and internal clients of the Department/Region.

5. Teamwork and Development

- Contributed to efficient work practices by active participation in teamwork, shared information and proposed improvements

6. Continuous Learning

Continuous learning and development of own skills and knowledge base is ensured.

7. Demonstrate TLTB image and values standards at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

8. Customer Service

- Quality and efficient quality service for internal and external clients of the Board.

9. Efficient and effective delivery of any other assigned work.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Professional	
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
Preferred		
Degree	Law	
Preferred		
Certificate	Practicing	

Work Knowledge and Experience

- 4 years of highly relevant experience in a specific area of work, requiring specialized training
- Experience with Fijian land law and general commercial law
- Experience in an in-house counsel role
- Experience with working with and managing external lawyers
- Demonstrated success in improving quality of customer service
- Evidence of commitment to team work
- Establishes high personal standards and serves as an effective role model
- Experience in a representational role in court

Requirements

Language Proficiency

- Excellent command of English

Professional Associations

- Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

- Admitted to the Bar
- Drivers Licence

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Regional and Headquarters	
	Area Managers	
	Executive Management	
External		
	Associations / Unions	
	Judiciary	
	Landowners	
	Line Ministries	
	Local and International Legal Counsel	
	Regulators	
	Tenants	
	Stakeholders	

Attributes

Behavioural Styles

- Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
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

Thinking Styles

Abstract / Conceptual Thinker	Creates abstract or generic ideas generalised from particular instances
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

Apply online

Contact for Enquiries

Contact Name: Makereta Vulatini

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Further Contact Information: --

Closing Date: 22 Aug 2025