

Position Description

Vacancy Title: **Legal Officer (Suva)**

Location:

Reports To: **None**

Objective

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

Outcomes

Organisational Stakeholders

1. Outcome

1. Effective legal services provided to/for TLTB:

- 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 TLTB
 - Review, prepare and/or assist with legal cases
 - Prepare opinions / briefs for legal cases
 - Prepare, negotiate and finalise settlements (or assist)
- Advice provided on legal aspects of credit, insurance and property, personnel and employee relations, and public relations
- Manage risk of legal actions against TLTB
 - Advice on the compliance with legal matters
 - Communicate with potential legal claimants
 - Provide legal protection and risk management advice
 - TLTB represented and/or external lawyers managed in relation to claims made against the organisation
 - Review, prepare briefs for legal cases
 - Liaise with external legal counsel where required
- 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
- Counsel to management provided on government relations, important labour negotiations and the implications of impending legislative changes. Participating in government and industry and governmental hearings
- Work effectively with specialist legal council for more complex matters

2. Legal fraternity relationships and respect maintained:

- Maintain professional relationships with legal fraternity and courts
- Work with legal firms representing / supporting TLTB 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 iTaukei Land Trust Act 1940 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
- Activities related to the function comply with legal and ethical standards

5. Customer Service

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

6. TLTB image and values standards demonstrated at all times

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

7. Continuous Learning

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

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.
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
People	
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
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		
Others	Valid Practicing Certificate	

Work Knowledge and Experience

4 years of highly relevant experience in a specific area of work
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

Requirements

Language Proficiency

Excellent command of English
Knowledge of another language

Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Legal Practitioner
Admitted to the Bar
Drivers Licence

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	General Manager	
	Regional and Headquarters	
	Area Managers	
	Employees	

Type	Interaction	Comments
External		
	City and Town Councils	
	Clients	
	Government Officials	
	Investment institutions	
	Judiciary	
	Landowners	
	Line Ministries	
	Local and International Legal Counsel	
	Regulators	
	Tenants	
	Provincial Councils'	

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

Contact Email: mvulatini@tltb.com.fj

Further Contact Information: --

Closing Date: 27 Feb 2026