

JOB DESCRIPTION

OSC 07/2024: LEGAL OFFICER

CORPORATE INFORMATION

Position Level:	Band H
Salary Range:	\$37,434.18
Duty Station:	Suva
Reporting Responsibilities:	<ul style="list-style-type: none"> a. Reports to the Commissioner b. Liaises with Commission Staff, other Government Agencies, Statutory Bodies, and Law Enforcement Agencies. c. Subordinates: Customer Service Officer, Administration Officer and Compliance Officer.

POSITION PURPOSE

The primary purpose of this position is to assist the Commissioner in ensuring that all legal matters related to online safety and cybercrime are effectively managed and addressed. The role of the Legal Officer is crucial in achieving strategic objectives set by the commission, as they play a key role in ensuring that all legal aspects are in compliance with national and international standards. By providing legal expertise and guidance, the Legal Officer contributes significantly to the overall purpose of the commission in safeguarding individuals from online threats and promoting a safe digital environment.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

- Ensuring legal compliance of the Commission's activities and operations
- Providing legal advice and guidance to the Commission's staff and management
- Assisting in the development and implementation of policies and procedures related to online safety
- Conducting legal research and staying informed on relevant laws and regulations related to online safety
- Reviewing and drafting contracts, agreements, and other legal documents for the Commission
- Representing the Commission in legal matters, such as court proceedings or hearings
- Liaising with external legal counsel, government agencies, and other stakeholders as necessary
- Maintaining accurate and up-to-date records of all legal documents and correspondence
- Reporting any legal issues or concerns to the Commission's management in a timely manner

KEY PERFORMANCE INDICATOR

- The ability to stay up-to-date on current laws and regulations related to online safety. This includes monitoring changes in legislation, court rulings, and industry best practices.
- The efficiency in handling complaints and investigations, ensuring timely responses and resolutions.
- The timeliness of legal advice provided to other departments within the commission. This measures how quickly and efficiently the legal officer is able to respond to requests for legal guidance.
- The success rate in negotiating settlements with online platforms or companies accused of violating online safety laws. This would measure their ability to resolve disputes without resorting to costly litigation.
- The number of successful legal cases handled. This metric reflects the officer's ability to effectively navigate complex legal issues and achieve positive outcomes for the commission.
- Another key indicator is the level of compliance with online safety laws and regulations. The Legal Officer plays a critical role in ensuring that the commission adheres to all relevant legal requirements, so tracking compliance rates is essential.

PERSON SPECIFICATION

The applicant should possess Postgraduate Diploma in Legal Practice/Law. The following knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- At least 3 years' experience working in a legal department or similar field
- A deep understanding of relevant legislation pertaining to online safety. This includes laws related to Online Safety Act, Constitution of Fiji, and Cybercrime Act.
- The ability to interpret and apply these laws effectively is essential for ensuring compliance and enforcing regulations.
- Familiarity with tax accounting principles may also be beneficial when dealing with financial aspects of online safety cases.

Skills and Abilities

- Capability to work under pressure.
- Demonstrated ability to work as a team and to follow instructions to meet tight deadlines.
- Excellent oral and written communication skills.
- Demonstrates ability to manage and motivate subordinate staff.
- The ability to analyse complex legal issues and provide sound advice
- Must possess excellent research skills and be able to interpret and apply laws effectively.
- Proficiency in using technical equipment such as computers and software programs is necessary for conducting research and drafting legal documents
- Strong communication skills are also important for liaising with colleagues, stakeholders, and external partners.
- Ability to build complex spreadsheet models can aid in organizing data and presenting findings effectively

PERSONAL CHARACTER

All applicants for employment at the Online Safety Commission must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

SUBMISSION DETAILS

Applicants must submit the following:

1. A detailed and updated curriculum vitae (CV);
2. The contact details of at least two (2) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

Applications stating the vacancy number can be submitted in one of the following ways and must be done by 4.00pm on Friday 16th August, 2024.

Application by*	Delivered to:
Email	careers@onlinesafetycommission.com
Post	'Vacancy Number' The Commissioner – Online Safety Commission G. P. O. Box 51 Government Buildings Suva
Hand Delivery	'Vacancy Number' The Commissioner – Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva

Note: Late applications will not be accepted

****Applicants are encouraged to submit their application via email.***