



## **ATTORNEY GENERAL'S MINISTRY VACANCY NOTICE**

Suitably qualified applicants are invited to fill the position of:

### **CROWN COUNSEL, LITIGATION UNIT**

Applicants for the position of Crown Counsel:

- a) must possess a Bachelor of Laws Degree from a recognized institution; and a Legal Education Certificate or equivalent from a recognized institution;
- b) be qualified to practice as an attorney-at-law in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters; and
- c) be called to the Bar in a Commonwealth country; and
- d) must be in good health; and
- e) must be a person who conducts himself at all times, both in his professional and in his personal life, in a manner that will maintain public confidence in the standards of the legal profession.

Qualifications required:

- a) Bachelor of Laws Degree (LLB Degree) from a recognized institution; and
- b) Legal Education Certificate or equivalent from a recognized institution.

Applicants are also expected to possess a high level of personal integrity.

Interested persons may submit an application package including an application letter, CV, 2 reference letters, and all relevant achievement documentation to:

**The Secretary, Judicial and Legal Services Commission  
Ground Floor, Sir. Edney Cain Building  
Belmopan, Cayo District, Belize, CA.  
Tel: 501-822-2204 or 822-2235  
email address: ceo@mps.gov.bz**

Deadline for receipt of applications: **July 31, 2025**

Note: Only suitably qualified applicants will be acknowledged.

The Commission is not bound to make an appointment from among those persons who apply.

**Terms of Reference**

**Crown Counsel, Litigation Unit**

- Prepares less complex draft pleadings, summonses, affidavits and other legal documents for filing in court;
- Prepares briefs and under the guidance of Senior Crown Counsel, instructs advocate counsel in magistrates court matters;
- Prepares, vets and drafts various legal documents including but not limited to leases, agreements, licences, memoranda of understanding, contracts, notarial documents, etc.;
- Under the supervision of a senior, prepares legal opinions for the Attorney General, Solicitor General, the Cabinet, the Governor General of Belize, the Belize Advisory Council and other ministries and departments of government in less complex civil matters;
- Under the guidance of a senior at the AGM, represents the Crown in less complex constitutional and other civil legal proceedings;
- On instructions by a senior, represents the Government of Belize in all civil matters in the High Court and Court of Appeal and provides support and assistance to, Senior Crown Counsel in the conduct and progress of matters;
- Presents oral and written legal submissions to the Courts;
- Prepares written submissions;

- Undertakes research on behalf of the Solicitor General, Deputy Solicitor and Attorney General;
- Participates in Alternative Dispute Resolute in order to amicably resolve civil matters involving the Crown;
- Represents the Attorney General's Ministry on various committees, statutory bodies and other Boards established by Government;
- Participates or assists in training workshops and seminars and attends relevant workshops;
- Assists in the preparation of cabinet notes;
- Represents the Ministry/Department at court, parliament, meetings, committees workshops, conferences and other fora, regionally and internationally;
- Functions as a legal representative of the Government locally, regionally and internationally in matters involving constitutional and other civil matters;
- Prepares all legal documents to be filed in civil matters;
- Appears in disciplinary matters before the Public Service Commission and Security Services Commission;
- Provides legal advice to all Ministries/Departments to ensure that the interest of the Government is safeguarded;
- Liaises with other Crown Counsel ensuring familiarity with all major litigation involving Chambers;
- Prepares and represents the Government in the adjudication of matters, mediation, and negotiation;
- Performs such other duties as may be assigned from time to time within the scope of responsibility as a crown counsel.

### ***General***

- Provides information to the public on legal matters in assigned area through lectures,

presentations and reading material;

- Copies and collates relevant documents ;
- Possesses general knowledge of Court Procedure Practice;
- Possesses ability to conduct in-depth research;
- Possesses ability to prioritize assignments and to work under pressure in order to meet deadlines;
- Possesses ability to communicate, coordinate and work closely with Government Ministries, departments and bodies;
- Possesses strong analytical and writing skills;
- Appreciation of confidentiality and of political and diplomatic sensitivities.