

SUPPLEMENT to the Solomon Islands GazetteWednesday 22nd January, 2014

S.I. No.3

[Legal Notice No. 3]

**THE PUBLIC SERVICE ACT
(Cap. 92)****THE PUBLIC SERVICE (TERMS AND CONDITIONS OF SERVICE)
(CHAIRMAN OF THE LAW REFORM COMMISSION) RULES 2013**

IN exercise of the powers conferred upon the Minister by section 4 of the Public Service Act, the Minister hereby makes the following Rules –

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| Citation | 1. These rules may be cited as the "Terms and Conditions of Service (Chairman of Law Reform Commission) Rules 2013." |
| Term of office | 2. The term of office of the Chairman is five years as specified by the Law Reform Commission Act (Cap. 15). |
| Duties | 3. The duties of the Chairman are those specified under the Law Reform Commission Act (Cap. 15), and the Job Description as approved by the Minister of Justice and Legal Affairs. |
| Salary | 4. The Chairman shall be paid a taxable salary of \$6,320.65 per fortnight. |
| IPF | 5. The Chairman shall contribute to the National Provident Fund (Cap. 109) as required by the National Provident Fund. |
| Appointment Grant | 6. The Chairman shall be paid a grant of \$10,000.00 on first appointment. |
| Housing | 7. The Chairman shall be provided with an official residence, rental housing through the Government Rental Scheme up to \$10,000.00 per month or in the circumstances where an officer owns his own house, a Housing Allowance of \$5,000.00 per month paid fortnightly with salary. |
| Utilities | 8. Chairman will be paid a utilities allowance of \$1,300.00 per month, paid fortnightly, which will go towards the cost of water, home telephone, gas and electricity to the residence of the Chairman. |

- Domestic assistance 9. The Chairman is entitled to the services of one domestic employee and one gardener.
- Leave 10. The Chairman shall be entitled to annual leave of 42 days per year.
- Vehicle 11. The Chairman will be provided with a vehicle for use in connection with official duties, and paid a fuel allowance of \$500.00 per month, payable fortnightly.
- Passage 12. The Chairman and his immediate family shall be provided with passage to and from the place of his home village when on annual leave.
- Compassionate Leave 13. The Chairman shall be entitled to two passages by sea or air within Solomon Islands when on compassionate leave (in circumstances specified under G P202 (d)).
- Overseas allowance and travel 14. The Chairman shall be entitled to a daily allowance of USD \$250.00 when on official duties outside Solomon Islands, or one fifth of the daily allowance if the trip is externally funded. His or her spouse is entitled to claim an allowance at the same rate when accompanying the Chairman. The Chairman and spouse are entitled to travel business class for official visits.
- Local travel 15. The Chairman shall be paid allowance of SBD \$150.00 during official travel within Solomon Islands.
- Clothing Allowance 16. The Chairman shall be entitled to a clothing allowance of \$10,000.00 for each term of appointment.
- Entertainment 17. The Chairman shall be entitled to an entertainment allowance, the amount of which shall be as determined by the Accounting Officer of the Ministry responsible for Justice and Legal Affairs.
- Medical Treatment 18. The Chairman shall be entitled to medical treatment in accordance with the terms prescribed from time to time for public officers.
- Baggage 19. The Chairman shall be entitled to baggage allowance in accordance with Chapter F of the General Orders.
- Loan Guarantee 20. The Chairman shall be entitled to a Government guaranteed loan, the amount of which shall not exceed his annual basic salary at the time of application.

21. The Chairman shall be paid an education grant of \$5,000.00 per year. Education
22. The Chairman shall be entitled to other benefits available to public officers under the Genera Orders or other regulations which are not covered by these rules. Benefits under Genera Orders
23. If the Chairman dies while in office the government shall pay for funeral expenses and all other expenses incidental to the funeral. Death during Incumbency
24. The Chairman shall be entitled to a gratuity of \$20,000.00 after completion of the Chairman's five year term in office. Gratuity

In the event of premature termination of the Chairman's appointment by either party for any reason, other than termination on the grounds of misconduct, the gratuity shall be payable based on the period served up to the date of termination.

25. LN 56 of 2006 Public Service (Terms and Conditions of Service) (Chairman Law Reform Commission) (Amendment) Rules, LN 16 of 2006 Public Service (Terms and Conditionss of Service) (Chairman of Law Reform Commission) Rules and LN 11 of 1997 Public Service (The Terms and Conditions of Service) (Chairman of Law Reform Commission) (Amendment) Regulations 1997 are revoked. Repeal

MADE AT HONIARA this fifteenth day of November, 2013.

HON. STANLEY SOFU
Minister for Public Service

PS FORM 6 – JOB DESCRIPTION

Section A – Position Details

***MINISTRY/OFFICE:** Ministry of Justice and Legal Affairs

***DIVISION:** LAW REFORM COMMISSION (LRC)

***VACANCY NUMBER:** ***Aurion Position Number ..292-00045**

1. Position Title: Chairman Solomon Islands Law Reform Commission
2. Position Level: Statutory Post
3. Salary Range: \$164,336.90 plus allowances
4. Duty Station: LAW REFORM COMMISSION
5. Reporting Responsibilities;
 - a) Report to: Minister of Justice and Legal Affairs
 - b) Subordinate Reports: Chief Legal Officer and indirectly all Law Reform Commission staff

Section B – Liaisons

- a) Internal: All Law Reform Commission personnel.
- b) External: MJLA, MPS, NJ and all other Private and Public Sector organisations.

Section C – Scope of Duties

The Chairman is a statutory post under the Law Reform Commission Act (Cap. 15) and is appointed for a period of 5 years by the Judicial and Legal Service Commission on the recommendation of the Minister for Justice and Legal Affairs.
The Chairman is responsible for ensuring that the Commission undertakes its statutory functions and responsibilities.

Section D – Key Duties

1. **LAW REFORM COMMISSION EXECUTIVE MANAGEMENT**

As the leader of the Law Reform Commission Executive Management Team the Chairman is responsible for the strategic management, international liaison, executive interface, and advisory service to government, corporate planning and reporting, performance management, quality control and oversight of the administration, support services and operations of the LRC.

- In consultation with the Commissioners set the work priorities and strategic direction for the LRC.
- Lead the corporate planning process for the LRC and facilitate the development of the LRC Annual Work Plan
- Chair all Commission and advisory committee meetings
- Liaise with the Permanent Secretary and the Minister regarding references and statutory requirements of the LRC.

2. **CORPORATE SERVICES**

Provide strategic and financial management for the Commission and ensure that the Commission operates in accordance with requirements of the Solomon Islands Public Services and Financial Regulations.

- Oversee the effective operation of the corporate service functions; especially human resources, financial and records management ensuring timely processing and reporting of LRC activities
- Ensure the performance management of staff, monitoring of attendance and provision of entitlements are provided as outlined in the SIG General Orders
- Ensure all LRC financial transactions are completed as per the SIG Financial Instruction 2010
- Act as spokesperson for the LRC and publicly represent and promote the Commission

3. **POLICY AND RESEARCH**

Lead the commission and its staff to carry out work on references made to the Commission by the Minister for Justice and Legal Affairs.

Consult with the Commissioners to determine the priorities for the Commission.

- Set the scope and direction for references made to the Commission
- Undertake research on reference given to the Commission
- Supervise the work progress of the Commission's staff
- Develop and maintain appropriate high level relationships and contacts with the Minister for Justice and Legal Affairs, the National Judiciary, legal profession, academics, government ministries, public bodies, cultural, community, religious bodies and other representative bodies
- Oversee the development of LRC recommendations in relation

4. COMMUNITY ENGAGEMENT

Lead planning and consultations, awareness raising and education to support law reform in Solomon Islands.

- Build, maintain and engage in partnerships and networking with communities, stakeholders and donors
- Conduct inquiries and public hearings where and when needed.

Section F – Key Capabilities and Qualifications

- i. Demonstrated ability to complete and oversee legal research, policy development and obtain approval by the Commission
- ii. Demonstrated ability to plan, monitor and report on the achievement of strategic, corporate and annual plans
- iii. Demonstrated ability to manage and guide staff undertaking legal research and legal policy development
- iv. Demonstrated ability to efficiently plan and lead projects on complex legal matters
- v. Minimum of five years experience practicing as a Barrister or Solicitor in any Commonwealth country

Qualification

Essential: Bachelor of Law Degree

Desirable: Post Graduate Degree in Law

Section G – Selection Criteria**Experience:**

- a) Proven experience managing and guiding staff in a law and justice environment
- b) Demonstrated ability to develop and advise on legal policy for complex and sensitive legal issues
- c) Demonstrated ability to develop innovative approaches for the development of law, taking into account the social, economic and cultural context of the Solomon Islands
- d) High level understanding of the application of constitutional and human rights principles to the work of the Commission
- e) Demonstrated understanding of the customary law dimension of law reform in the Solomon Islands.
- f) Demonstrated ability to comply with the public service GO's, Financial Instructions 2010 Code of Conduct, all other SIG laws, policies and procedures.

Knowledge:

- a) Demonstrated knowledge of techniques and processes required for the development of sound legal policy
- b) Demonstrated knowledge of gender equality and creating a safer work place.

Skills and ability:

- a) Advanced computer skills particularly using Microsoft Office application
- b) Excellent conceptual and analytical skills and a capacity to think strategically
- c) Ability to write succinctly to prepare and present reports
- d) Ability to negotiate with other commissioners about work priorities
- e) High level interpersonal and communication skills including the ability to convey concepts clearly and concisely to manage relationships and outcomes with colleagues and customers

Section H – Terms and Conditions

Salary per fortnight: \$6,320.65
Salary per annum: \$164,336.90
Annual Leave: 42 Days

Other conditions of service as stipulated in the Public Service (Terms and Conditions) (Chairman Law Reform Commission) Rules 2013

Section I – Approval (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.

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Permanent Secretary/Head of Agency

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Date Approved

Additional Comments:

The appointment of the Chairman of the Law Reform Commission is for a period of five years.

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