

AUDITOR-GENERAL'S OFFICE

JOB DESCRIPTION

Position No:	13 – Band III
Designation/classification:	Assistant Legal Counsel
Immediate Supervisor:	Legal Counsel

JOB REQUIREMENTS

Qualification:	University degree in laws
and	Sound knowledge of laws and some accounting, auditing, management and government accounting knowledge.
Experience:	Demonstrated ability in legal strategic management and must be result oriented and possess outstanding communication skills
	Extensive litigation experience in government and commercial legal matters and management ability is essential.
	High degree of professional ethics and integrity

History of Position: New position

File No:	Date of Variation:	Details:
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DUTIES

Duties in Order of Importance:

Hours of Duty: 7:45 am to 4:06 pm (Monday - Friday)

1. **Legal Services** - Assist the Legal Counsel in:
 - . Providing accurate and timely counsel and guidance to the Auditor-General, the executive management, the Operations, and Corporate Services Division in a variety of legal topics and matters affecting the Office of the Auditor-General;
 - . Undertaking investigations in conjunction with operational divisions' investigative work;
 - . Communicating and negotiating with external stakeholders on behalf of the Auditor-General

- . Making referrals to relevant authorities;
 - . Representing the Auditor-General's Office in courts of law; and
 - . Any other duties consistent with the provision of legal services.
2. **Communication** - communicate and liaise with Legal Counsel on legal issues arising from investigations or implementation of the field audit plans.
3. Human Resources Development
- Actively participate in the development of human resources by:
- ☞ Delivering support-in-house training programs and activities
 - ☞ Executing on the job training
 - ☞ Appraising staff performance
 - ☞ Supervising staff performance
 - ☞ Counselling staff
4. **Representational Duties** - Represent Auditor-General's Office in meetings and conference.
5. **Planning and Implementation** - Participate in strategic planning and implementation in line with AGO approved strategic management practices.
- 6) **Public and Working Relations** - Cultivate cordial relation with stakeholders including staff in the Office and audit clients; and
- 7) Any other duties as directed.

MINIMUM STANDARD OF PERFORMANCE

- 1) Timely, efficient and effective provision of legal services; and
- 2) Preparation of quality referral cases
- 3) Timely negotiations and drafting policy skills