



OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

The Office of the Director of Public Prosecutions (the "ODPP") is responsible for prosecuting appeals before the Court of Appeal and Supreme Court. In addition, all High Court trials in Fiji are prosecuted by State Counsel who also handle appeals to the High Courts at Suva, Lautoka and Labasa. Cases of special difficulty or of public interest in the Magistrates' courts are processed by the ODPP. Other significant work of the ODPP includes the determination of complaints against police and prisons officers, the provision of written advice to the Commissioner of Police, to the Director C.I.D, and to other government departments and statutory organisations, the delivery of lectures at the Police Academy, and the handling of complaints from members of the public concerning their cases. The Director also considers written representations concerning criminal cases from aggrieved persons, defendants, or from their lawyers.

Administrator Litigation & Registry - 1 Post (Suva)

Duties of the post: Responsible to the Director of Public Prosecutions (DPP) through the Director Human Resources & Corporate Services or general office administration. The appointee will attend to queries raised by officers or from members of the public; ensure timely provision of personnel, staffing and administration matters; responsible for the efficient administration of the department's litigation calendar and the movement of the litigation files; ensure that there exists an effective warning system that all the officers attend their scheduled court commitments and that all court documents are filed and served on time; preparation of court clearance and court records as directed by the legal officers; assist legal staff in any research that may be needed for their court cases; responsible in the management and supervision of support staff; proper care and storage of all litigation case files; required to provide timely and accurate information, prepare reports and the timely submissions of these to the DHR&CS; implementing proper registry procedures and practice in accordance with the ODPP Policy; required to set targets and monitor subordinate staff performance and provide advisory services to daily customers on admin matters; liaise with various stakeholders in regards to Court matters; attend to any other matters that may be assigned by the Director of Public Prosecutions and the Director Human Resources & Corporate Services

Qualifications: A Diploma in Management & Public Administration, Business Administration or equivalent from a recognized institution with relevant work experience. Computing skill/literacy in computing applications and sound industry knowledge are preferred. Knowledge in litigation and CASES is an advantage.

Salary: Band E - \$20,506.50 – \$24,412.50

All applications for the position must be addressed to, **The Director, Office of the Director of Public Prosecutions, P.O Box 2355, Government Buildings, Suva, Fiji** and must include a covering letter, Curriculum Vitae and Academic transcripts. Further details on the captioned vacancy can be obtained from the Office of the Director of Public Prosecutions at email: cnambiar@odpp.gov.fj; Tel: (679) 3212802

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN 4:00PM, 14TH OCTOBER 2022