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## JOB DESCRIPTION

### LEGAL SERVICES DEPARTMENT

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<u>Job Title:</u>	Senior Legal Officer
<u>Department:</u>	Legal Services Department
<u>Salary Rate:</u>	GR7 \$34,438/\$42,835 p.a max
<u>Location of Job:</u>	Samoa Airport Authority Office
<u>Responsible to:</u>	Manager - Legal Services Department

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#### **Primary Objectives**

To provide support and assistance to the Legal Services Department in the performance of his/her duties at a senior level in the Samoa Airport Authority ('SAA'). The Senior Legal Officer reports directly to the Manager – Legal Services Department ('Manager').

#### **Duties and Responsibilities**

1. Collaborate with Finance & Commercial Services Department ('FCSD') on outstanding debts with the Samoa Airport Authority. Liaise with Tenants and clients on legal impact of debt recovery issues and ensure better processes are in place to achieve speedy recovery of debts to the Authority.
2. Provide Monthly reporting on progress of Debt Recovery and other outstanding legal matters that require attention.
3. Assist the Principal in organizing files particularly employment contracts, leases or agreements for tenants, clients or other Parties with the Samoa Airport Authority.
4. Work closely with the Human Resource Support Services Department ('HRSSD') on timely signing of employment contract, updated contract terms where changes are made as well as assist in advice on employment conditions where necessary.
5. Implement a legal filing management system that would enable the Legal Services Department to deliver efficient services to the Authority.
6. Oversee the smooth running of the Legal Services Department and act for the Manager and Principal (where approved) to ensure work continuation when the Manager and Principal is inundated with other priorities, on leave or absent from the office.
7. Attend Management meetings or represent the Manager and Principal in project discussions where approved.

8. To assist in the development of systems and procedures which improve the delivery of legal services by the Samoa Airport Authority.
9. To undertake such other tasks and responsibilities as required by the Manager, including representing the office at the national, regional and international level.
10. Ensure that accurate records and regular reports are maintained.
11. To assist with the deliver of mails when needed to clients and Government Ministries/SOEs.
12. Attend site visits and meetings with the Manager with regards to SAA's Projects.
13. Other duties as discussed and agreed with the Manager.

### **Selection Criteria**

1. Minimum qualification of a Diploma in Business/Administration/ Management or Debt Recovery Management Diploma/Certificate from a recognized Institution. **{Essential}**
2. Must have three (3) years' working experience in Office Management or related and debt recovery. **{Essential}**
3. Have legal or para-legal qualification or experience in working in a legal environment. **{Desirable}**
4. Possess sound legal knowledge and have understanding of the Legal framework in Samoa **{desirable}**
5. Ability to provide full representation of clients for the Samoa Airport Authority, negotiations and other forums. **{Essential}**
6. Demonstrate a positive attitude towards legal work. **{Essential}**
7. Must have minimum knowledge of all relevant legislations and regulations governing the work of all legal aspects of the Samoa Airport Authority. **{Essential}**