



Tonga Fire and Emergency Services

JOB VACANCY

Legal Officer

The public are hereby advised and invited to apply for **One (1) vacancy** available within the Tonga Fire and Emergency Services. The job vacancy includes - **One Legal Officer**.

The position for Legal Officer will hold the rank of full time **Assistant Fire Commander**. This position will specifically carry out tasks in the areas of Law Enforcement.

The position for Legal Officer will oversee the following duties:-

- Providing proactive legal assistance and advice on various legal issues like commercial contracts, dispute resolution, regulatory and employment;
- Working with staff members on particular projects such as policies and procedures;
- Assisting the Services in compliance with all various legal requirements;
- Draft and review legal document as and when required by the Services;
- Taking decisive actions on various legal matters;
- Managing external and internal legal resources where required;
- Assessing and advising effectively to minimize and control risks to the Services and ensuring that the system, controls and processes are appropriate as relevant;
- Representing the Services in court cases.

Qualification

Candidates who wish to apply for the vacancy of Legal Officer shall obtain the following:-

- A Bachelor of Laws Degree from a recognized Institution or University;
- Has been admitted to the legal bar in Tonga or in any common law;
- At least 5 years (minimum) working experience and demonstrate experience within the area of law;
- Good understanding of the Tongan legal system and practice;

- Have knowledge of Tonga Fire and Emergency Services Act and other relevant Acts;
- Excellent computer skills, experience in public speaking, fluent in both Tongan and English oral and writing; and
- Self-motivated, organized, loyal, honest, integrity, active, talented and reliable.

Applicants are hereby advised to please take into consideration the following working conditions prior to submission of your application:-

- Have knowledge of the functions and roles of Tonga Fire and Emergency Services;
- Ability to be flexible and adaptable if posted to work either 24-hours under the Operation Division or working 8-hours per day at other divisions of the Services;
- Fulfill training needs if required; and
- Response to emergency calls (small/large scale disasters).

For further information if required, please contact the Deputy Fire Commissioner Corporate Services on 28-738 or 881 9002, or email vtuihalamaka@tfes.gov.to or vtuihalamaka@gmail.com

Please send your CV with certified copies of the academic transcripts and references **no later than 4:00pm, 8th September 2017** to:

Commissioner for Fire and Emergency Services
Tonga Fire and Emergency Services
PO Box 827, Longolongo
TONGA