



Applications are invited for the position of:-

## **LEGAL ADVISER WITH THE REGIONAL SECURITY SYSTEM ASSET RECOVERY UNIT (RSS ARU)**

### **ROLE AND RESPONSIBILITIES**

Full details of the role of the Legal Adviser (LA), with a detailed job description are attached at Annex A.

### **CONDITIONS**

1. The post will be based at the RSS HQ Offices in Barbados.
2. The position will require frequent travel and the successful candidate will receive travelling allowance in accordance with the approved rates.
3. Salary, allowances and vacation leave are in accordance with the terms and conditions stipulated by RSS Council of Ministers and RSS HQ Standing Orders.
4. This post is non-pensionable.
5. The successful applicant will be required to pass a polygraph test prior to taking up this position.

### **COMPETENCY REQUIREMENTS**

- Demonstrated supervisory capabilities and interpersonal skills.
- Punctuality and consistent attendance to duties.
- Quality of work done and relevance of solutions.
- Compliance with RSS standard operating procedures.
- Effective implementation of duties, responsibilities and assignments.
- Compliance with and responsiveness to supervision and levels of supervision given.
- Ability to interact well with and motivate others.

### **SKILLS, KNOWLEDGE AND ABILITIES**

1. A working knowledge of the Criminal Justice System of the Eastern Caribbean, in particular the Proceeds of Crime and Money Laundering legislation.
2. Must be a practicing Attorney-at-Law
3. The ability to interpret and implement the requirements of the legislation.
4. Demonstrated ability to organize and work independently on multiple tasks/projects and complete assignments within specified deadlines.
5. Ability to plan and organize work and prepare clear concise reports.
6. A competent knowledge of the court procedures.
7. Extensive knowledge of legal principles, practices and proceedings.
8. Knowledge of Government procedures and practices.

9. Ability to establish and maintain effective working relationships with colleagues and the public.
10. Ability to analyse issues, interpret and make sound recommendations.
11. Proven ability to solve legal problems in a methodical and practical way.
12. A sound working knowledge of the Laws of Eastern Caribbean.
13. Proven ability to solve legal problems in a methodical and practical way.
14. Ability to work alone or in a team environment.

## **APPLICATIONS**

Applications including cover letter must be submitted to the Executive Director, RSS HQ at [rsshq@rss.org.bb](mailto:rsshq@rss.org.bb) copied to [debra.wilkinson@rss.org.bb](mailto:debra.wilkinson@rss.org.bb) by 1600 hours on Monday, February 17, 2020.

## Annex A

### **REGIONAL SECURITY SYSTEM ASSET RECOVERY UNIT (ARU)**

#### ***Job Description – ARU Legal Adviser***

##### ***Purpose***

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The purpose of the ARU will be to build sustainable regional capacity in asset recovery as a means of tackling and disrupting serious organised crime and corruption within the OECS and Barbados. It will do so by enhancing the knowledge and skills of investigators, prosecutors and magistrates/judges and providing practical guidance and support in dealing with such matters

##### ***Responsibilities of the Legal Adviser***

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The Legal Adviser (LA), based in Barbados, will work with and report to the ARU Director. The LA will assist with the mentoring and advising of all practitioners, but particularly prosecutors, magistrates and the judiciary, involved with money laundering investigations, civil forfeiture, restraint, asset confiscation and the corruption of public officials, in all the jurisdictions covered by the programme.

Although based in Barbados, the LA will be required to travel regularly to all of the jurisdictions included in the programme. The LA may also be required to attend regional and international meetings.

The LA may be expected to work extended and unsocial hours, sometimes at short notice, to be flexible, and to respond outside normal office hours, without any entitlement for additional remuneration.

The LA will support the Director and the Programme Manager in the delivery of the strategic objectives and key messages of the ARU.

##### ***Key Activities***

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- To provide practical guidance, support and advice to prosecutors, lawyers, investigators and legal officials on asset recovery, including cash seizures, civil forfeiture, money laundering and corruption prosecutions.
- To provide guidance to those involved with preparing Production Orders, Restraint Orders, Forfeiture Orders and Confiscation Statements and how to apply for them in the courts.
- To interact with prosecutors and others within the criminal justice systems to ensure they understand their roles and responsibilities in dealing with money laundering, civil forfeiture and asset confiscation cases.

- To develop capacity within the Offices of the Director of Public Prosecutions by mentor prosecutors and lawyers in the preparation and presentation of money laundering prosecutions.
- To deliver training, workshops or seminars to prosecutors, lawyers, magistrates and financial investigators, to increase their capability and confidence to deal with asset recovery and money laundering cases.
- To work with the Eastern Caribbean Supreme Court and the Supreme Courts in the other relevant jurisdictions to raise the awareness of the judiciary on asset recovery and their competency to deal with such matters that come before them.
- To provide legal and practical guidance and support to the Programme Administrator and the Financial Investigations Advisers.
- To encourage greater use of money laundering legislation to prosecute 'high profile criminals', as a precursor to confiscating their assets, by providing practical guidance to investigators and prosecutors.
- To ensure that asset recovery continues to play a prominent part at all levels with the criminal justice system.
- To provide advice to host authorities on legislative and procedural matters, including identification of legislative and systemic weaknesses, advise on improvements to existing legislation and/or the drafting of new legislation,
- To lobby Attorneys General and other key stakeholders to introduce a common Proceeds of Crime Act, including full civil forfeiture, and other legislative changes required, providing advice and drafting assistance, where necessary.
- To work with the Barbados based CJA to ensure consistency of purpose and a collaborative approach to UK criminal justice system reforms in the region, thereby increasing the opportunities for asset recovery.
- To encourage senior government officials to establish effective mechanisms to reinvest confiscated and forfeited assets in law enforcement, financial investigation units, criminal justice systems and social and developmental programmes, through the introduction of asset sharing protocols
- To engender a collaborative prosecutorial approach to asset recovery in the Caribbean and promoting regional cooperation.
- To liaise with senior government and legal officials to enlist their cooperation and support in placing asset recovery as an integral part of all serious crime prosecutions.
- To report to the Director and/or the Programme Administrator on legal and procedural issues on a regular and time basis, as required.
- To mentor regional lawyers whilst on short term secondments with the ARU, so that when they return to their parent organisations they are better able to deal with asset recovery, money laundering and corruption matters.