



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
THE PRIME MINISTER'S OFFICE
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

December 30, 2025

VACANCY NOTICE

**PUBLIC DEFENDER
(MINISTRY OF JUSTICE & LEGAL AFFAIRS)**



The Human Resource Management Department on behalf of the Ministry of Justice and Legal Affairs in the Government of St Kitts and Nevis wishes to invite persons to apply for the position of **Public Defender** on a full-time basis.

A. Duties and Responsibilities

1. Providing legal defence advice to, and representing, indigent defendants and other eligible persons—
 - a. Upon order of the court or request of an eligible client, providing constitutional legal representation to persons accused of criminal offenses who are financially unable to employ private counsel, ensuring adherence to principles of equality, justice, and the right to a fair trial.
 - b. Assigning individual attorneys-at-law, whether in-house or from the established panel of private attorneys-at-law, to handle specific cases.
 - c. Analyzing evidence and determining whether plea negotiations and agreements are the most appropriate mechanisms for resolving the case in the best interest of clients.
 - d. Appearing in court as a defence attorney if and when appropriate.
 - e. Reviewing case outcomes, in consultation with clients, and determine whether convictions should be appealed to higher courts.
2. Directing and overseeing the Public Defender's Department of the Access to Justice Authority (PDD)—
 - a. Providing guidance to the Crown Counsel I (Junior Crown Counsel) in the conduct and progress of legal defence matters.
 - b. Developing, recommending, formulating, and implementing policies, programs, procedures, goals, and standards for the PDD in collaboration with relevant stakeholders, including the judiciary, bar associations, and civil society organizations.
 - c. Providing leadership, direction, and guidance for the development of strategic and tactical operational plans to achieve the PDD's long and short term goals and objectives, ensuring a human rights-based approach.
3. Establishing a panel of Attorneys-at-Law who are willing to act for persons receiving criminal defence aid, at the prescribed remuneration—
 - a. Ensuring that the selection of attorneys for the panel is based on clear criteria, including experience, competency, and ethical standing.
 - b. Promoting continuous professional development (training sessions on legal reforms, advocacy, and best practices) for in-house attorneys and panel members in collaboration with the Ministry.



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- c. Ensuring an equitable and efficient case assignment system, considering expertise and availability.
- d. Upon completion of an assignment by any Attorney-at-Law from the panel, certifying for payment to the Attorney-at-Law the prescribed fees for any work done by the Attorney-at-Law.
- e. Implementing processes for auditing and monitoring claims to prevent misuse of resources and ensure accountability.
- 4. Overseeing reporting systems for collecting and analyzing data on case management, and outcomes to inform policy decisions and improve operational efficiency.
- 5. Preparing and publishing periodic reports on the activities, achievements, and challenges of the Public Defender's Office to promote transparency and public trust
- 6. Collaborating with government agencies, civil society organizations, and international partners to address systemic challenges, including case backlogs and access to justice for marginalized groups.
- 7. Planning, organizing, and directing, in collaboration with the Ministry, the programs, functions, budget, operations, and staff of the PDD. This includes maintaining a client-centered approach and aligning efforts with broader strategic objectives of the justice system.
- 8. Directing operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, ensure accountability, and implementing measures for effective utilization of resources, including regular performance monitoring and reporting mechanisms.
- 9. Implementing, in collaboration with the Ministry, a monitoring and evaluation framework to assess the performance of the PDD, ensuring alignment with strategic goals and key performance indicators.
- 10. Engaging in community outreach initiatives to enhance public awareness of the services provided by the PDD and the right to legal representation.
- 11. Implementing protocols to identify and address conflicts of interest, ensuring that all cases are managed impartially and ethically.
- 12. Performing such other duties as may be assigned from time to time by the Minister.

B. Qualifications and Experience

- 1. Bachelor of Laws Degree.
- 2. Legal Education Certificate issued by one of the three Caribbean Council of Legal Education Law Schools.
- 3. Minimum of 8 years' experience at the Criminal Bar within the Commonwealth Caribbean.

C. Skills, Knowledge and Abilities

- 1. Excellent advocacy skills.
- 2. Excellent communication and interpersonal skills.
- 3. Strong leadership and management skills.
- 4. Sound working knowledge of the Laws of Saint Kitts and Nevis.
- 5. Sound working knowledge of, and ability to, interpret legislation, rules and orders.
- 6. Sound working knowledge of the Eastern Caribbean Civil Procedure Rules.
- 7. Sound knowledge of legal principles, practices and proceedings.



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8. Ability to communicate persuasively and clearly both orally and in writing.
9. Ability to plan and organize work and prepare concise reports.
10. Ability to analyze issues, make interpretations and sound recommendations.
11. Ability to establish and maintain effective working relationships with associates and the public.
12. Self-motivated and proven ability to work well as part of a team.

D. Key Performance Indicators (KPIs)

To support a results-based approach and ensure the effectiveness of the Public Defender's Department, the following KPIs shall be monitored:

1. Caseload Management: Number of cases assigned and successfully defended.
2. Access to Legal Representation: Percentage of eligible clients who receive timely legal aid.
3. Efficiency in Case Resolution: Average time to process and close cases.
4. Public Awareness Initiatives: Number of outreach activities conducted to inform citizens of their legal rights.

E. Reporting Structure and Oversight

The Public Defender will report directly to the Permanent Secretary in the Ministry of Justice and Legal Affairs, and shall also collaborate with the Minister of Justice and Legal Affairs, as required, on policy alignment and strategic oversight. The post forms a core component of the Access to Justice Authority and is subject to Ministry-wide performance monitoring and reporting mechanisms.

F. Salary and Allowances

1. Basic Salary K43-K44: EC\$98,868 to EC\$111,480 per annum
2. Allowance in lieu of private practice: EC\$21,000 to EC\$33,000 per annum
3. Travel Allowance (must own a vehicle): EC\$4,800 per annum
4. Telephone Allowance: EC\$300 per annum

G. Vacation Days

27 Working Days per annum after first year of service

H. Application Procedure

1. Applications along with two written references and certified copies of documents pertaining to qualifications should be addressed to the captioned Human Resource Management Department (humanresources@gov.kn), copied by email to attorneygeneral@gov.kn and ps.legal@gov.kn.
2. The deadline for receipt of applications will be **Friday January 30, 2026 at 3:30pm**.
3. Only the candidates with the best qualifications and experience will be notified and shortlisted for an interview.