



Government of the Republic of Trinidad and Tobago

MINISTRY OF FINANCE

Office of the Treasury Solicitor

Notice of Vacancy

The Permanent Secretary, Ministry of Finance is inviting applications from suitably qualified persons to fill the contract position of **Legal Officer I** for a period of three (3) years

LEGAL OFFICER I - 2 Positions

JOB SUMMARY:

The Legal Officer I is required to perform professional legal work in the Office of the Treasury Solicitor of the Ministry of Finance under direct supervision of a higher level legal officer. Duties include appearing in court, providing legal advice and opinions and drafting legal documents involving the Ministry of Finance.

DUTIES AND RESPONSIBILITIES:

- Researches legal issues and legislation relating to areas of law and policy which come under the purview of the Ministry;
- Provides research support for the review of existing legislation and makes recommendations for amendment;
- Represents the Ministry in Courts of Law or Tribunals where necessary.
- Prepares briefs pertaining to the Ministry's portfolio;
- Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and related materials in respect of the Ministry;
- Performs other duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Negotiation, mediation and arbitration skills;
- Excellent oral, written and analytical skills;
- Knowledge of research skills and techniques;
- Knowledge of Public Service operations, rules and regulations;
- Knowledge of financial and other legislation which come under the purview of the Ministry;
- Knowledge of the Court Procedures of Trinidad and Tobago.

EXPERIENCE AND TRAINING:

- No experience required;
- Bachelor of Law Degree from a recognized institution;
- Legal Education Certificate or equivalent from a recognized institution;
- Admission to practice Law in the jurisdiction of Trinidad and Tobago.

SUBMISSION OF APPLICATIONS

Terms and conditions of employment on contract are in accordance with Personnel Department Circular Memorandum No. 5 of 2014 dated July 14, 2014.

Interested persons should forward their applications including Curriculum Vitae and two (2) references by hand or mail, no later than **Friday July 14, 2017**, to:

**The Permanent Secretary
Ministry of Finance
Attention: Director of Human Resources
Level 7, Finance Building
Eric Williams Financial Complex
Independence Square, Port of Spain**

We thank all applicants for their interest and advise that only suitably qualified candidates will be contacted.