



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 II** for a period of three (3) years.

LEGAL OFFICER II - 2 Positions

JOB SUMMARY:

The Legal Officer II is required to perform professional legal work in the Office of the Treasury Solicitor of the Ministry of Finance. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on legal matters involving the Ministry of Finance. The incumbent may be required to perform some or the full range of duties of the position.

MAIN DUTIES AND RESPONSIBILITIES:

- Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Ministry of Finance;
- Represents the Ministry in Courts of Law or Tribunals where necessary;
- Researches and reviews existing legislation and recommends appropriate amendments;
- Provides legal opinions, briefs and advice;
- Drafts complex legal documents including contracts, leases and agreements;
- Performs other duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Negotiation, mediation and arbitration skills;
- Ability to write clearly, concisely and in an organized manner with conclusions fully supported by appropriate facts and analysis;
- Knowledge of industrial relations policies, principles and practices;
- Sound 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:

- Minimum of four (4) years' experience as a practicing Attorney-at-Law;
- Bachelor of Law Degree from a recognized institution;
- Legal Education certificate or equivalent from a recognized institution;
- Admission to practice law in 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.