



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 **Senior Legal Officer** for a period of three (3) years.

SENIOR LEGAL OFFICER - 2 Positions

JOB SUMMARY:

The Senior Legal Officer is required to supervise junior legal officers performing legal work in the Office of the Treasury Solicitor, Ministry of Finance. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the more complex legal matters involving the Ministry of Finance. The incumbent also assists in planning, organizing and preparing the work programme of the Office of the Treasury Solicitor

DUTIES AND RESPONSIBILITIES:

- Participates in and/or review existing legislation and recommends appropriate amendments;
- Provides advice on the legal impact of fiscal and tax policies of the Government;
- Prepares and/or reviews legal opinions and briefs for the Ministry;
- Prepares Notes for Cabinet memoranda, letters and other documents on legal matters;
- Prepares the more complex legal documents including contracts and financial documents;
- Supervises and provides guidance to junior legal staff;
- Participates in negotiations/consultations with external/internal parties;
- Represents the Ministry on committees and in and in other for a;
- Represents the Ministry in Courts of Law or Tribunals where necessary;
- Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

- Negotiation, mediation and arbitration skills;
- Excellent interpersonal and communication skills;
- Ability to write clearly, concisely and in an organized manner with conclusions fully supported by appropriate facts and analysis;
- Ability to effectively utilize the principles, methods, materials, practices and references in legal research;
- Sound understanding of Public Service operations, rules and regulations;
- Considerable knowledge of the laws of the Republic of Trinidad and Tobago and in particular laws governing financial management in the Public Sector;
- Sound Knowledge of the Court procedures and practices of Trinidad and Tobago;
- Ability to exercise initiative and independent judgment.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) 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.