



COMMISSIONS DEPARTMENT
ADVERTISEMENT OF VACANCY
office of State Counsel I, Customs and Excise Division,
Ministry of Finance

Applications are invited from suitably qualified persons for appointment to the office of **State Counsel I (Group L7B/L7A), Customs and Excise Division, Ministry of Finance.**

Under the direct supervision of the Senior State Counsel, the incumbent is required to assist in administering, reviewing and ensuring compliance with the Customs and Excise Division's policy, the Customs & Excise Laws and Regulations and the various Laws under which Customs Officers are empowered to act. The incumbent is also required to represent the state in the Magistrate's Court against offenders of Customs and Excise laws. The incumbent addresses less complex legal matters.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications:

- *LLB and an LEC- Legal Education Certificate*
- *Admission to practise Law in Trinidad and Tobago*

Minimum Experience:

- *Eighteen (18) months experience as an Attorney-at-Law/experience in professional legal work relating to Revenue Law, Civil Law and Criminal Law or any equivalent combination of training and experience. Alternatively two (2) to four (4) years as a Customs Officer with qualification as an Attorney.*
- *Knowledge of Customs and Excise Laws*
- *Knowledge of the Civil and Criminal law of Trinidad and Tobago*
- *Knowledge of the legal reference authorities and ability to utilize them in legal research*
- *Knowledge of the various types of legislative enactments used in meeting different situations and the procedure involved in giving these the force of law*

- *Knowledge of Court procedures and practices*
- *Knowledge of Revenue laws*
- *Working knowledge of the principles, methods, materials, practices and references utilized in legal research*
- *Working knowledge of Government procedures and practices*

SKILLS:

- *Good advocacy skills*
- *Good mediation skills*
- *Good interpersonal skills*
- *Good communication skills both written and oral*
- *Good analytical and reasoning skills*
- *Good negotiation skills*
- *Good human relations skills*
- *Good networking skills*
- *Good computer skills*

Salary:

Group L7B/L7A: \$11,820 - \$12,310/\$15,300 - \$16,040 per month

Copies of the Application Form No.Sc-125 and the Job Specification are available on the Service Commissions Department website at www.scd.org.tt

Interested persons must submit their applications no later than **30th January, 2020** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Please see the website for details on:

- a) Information/documents to be submitted; and**
- b) Applications which are deemed incomplete and unsuitable**
- c) The Application Checklist**

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE APPLICANT'S ELIGIBILITY

Director of Personnel Administration (Ag)