



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF NATIONAL SECURITY
31-33 Abercromby Street, Port of Spain

Career Opportunity (contract)

The Ministry of National Security is inviting applications from suitably qualified nationals to fill the following contract position:

LEGAL UNIT

• **Legal Officer I**

How to apply:

Applications including résumés giving details of qualifications and experience, names and addresses of two (2) references should be submitted in hard copy and sent to:

The Permanent Secretary
Ministry of National Security
Temple Court 1
31-33 Abercromby Street
Port of Spain, Trinidad and Tobago, West Indies

Closing date for applications is June 24, 2022

The Ministry thanks all interested applicants, but advises that only those who are shortlisted will be contacted.

Deadline EXTENDED to June 30, 2022

Ref #: A016



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: LEGAL OFFICER I

JOB SUMMARY:

The incumbent is required to perform professional legal work in a Ministry/Department under the direct supervision of a higher-level legal officer. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the matters involving the Ministry/ Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior officer or other designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Represents the Ministry/Department on matters before the courts.
- Provides advice on the less complex legal matters.
- Drafts the less complex legal documents and assists in the drafting of the more complex documents including contracts, leases and memorandums of agreements.
- Conducts research, interprets laws, rules and regulations and prepares legal opinions and briefs in respect of the less complex legal matters.
- Provides advice by supplying legal authorities based on research.
- Assists in performing court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and draft pleadings for filing.
- Assists in reviewing existing legislation, rules and regulations related to the Ministry's/Department's operations and recommending appropriate amendments.
- 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's/Department's operations.
- Drafts Cabinet /Ministerial Notes, memoranda, letters and other documents on legal matters.
- Copies and collates relevant documents.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles, practices and procedures.
- Knowledge of legal research methods and techniques.
- Knowledge of the court procedures and practices and of rules of evidence.
- Some knowledge of the laws and regulations related to the

SKILLS AND ABILITIES:	Ministry/Department's operations. <ul style="list-style-type: none"> ▪ Some knowledge of legal drafting principles and methods.
	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Skill in drafting legal documents/instruments. ▪ Ability to interpret and analyse the law and legal issues. ▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none"> ▪ No experience required. ▪ Bachelor of Law Degree from a recognised institution. ▪ Legal Education Certificate or equivalent from a recognised institution. ▪ Admission to practice Law in Trinidad and Tobago. 	