



SERVICE COMMISSIONS DEPARTMENT

ADVERTISEMENT OF VACANCY

Registrar (Group J4), Equal Opportunity Tribunal

Applications are invited from suitably qualified persons for appointment to the office of **Registrar (Group J4), Equal Opportunity Tribunal**.

The incumbent is required to provide administrative and judicial support services to the Equal Opportunity Tribunal, a Superior Court of Record, and is subject to the direction and control of the Chairman of the Equal Opportunity Tribunal to ensure the proper functioning of the said Tribunal.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications:

- *LLB and a LEC – Legal Education Certificate*
- *Admission to practice Law in Trinidad and Tobago*

Minimum Experience:

- *Evidence of at least five (5) years legal experience as a practicing Attorney-at-Law including administrative experience and training*
- *Evidence of at least one (1) year working experience in the Registry of a Superior Court of Record*

SKILLS

- *Extensive knowledge of the Laws of Trinidad and Tobago*
- *Extensive knowledge of the Trinidad and Tobago Equal Opportunity Act as amended by Act No. 5 of 2001 and the Rules of Practice and Procedures of the Equal Opportunity Tribunal*
- *Extensive knowledge of the practices and principles of public administration*

- *Extensive knowledge of the techniques and methods of office management*
- *Extensive knowledge of rules, regulations and procedures pertaining to financial and personnel operations*
- *Excellent interpersonal skills*
- *Excellent management and supervisory skills*
- *Excellent mediation skills*
- *Excellent negotiation skills*
- *Excellent problem solving skills*

Salary:

Group J4: \$25,370 - \$26,240 per month

A copy of the Job Specification can be accessed [HERE](#)

Interested persons **MUST** submit their application **ONLINE ONLY**, on or before but no later than **20th January, 2025** at 4:15 pm local time.

Relevant documents **must** be scanned and uploaded with online application as stipulated on the **INSTRUCTIONS TO APPLICANTS** [HERE](#)

For further details, the Advertisement can be accessed on the Service Commissions Department's website www.scd.org.tt

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.

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 20th January, 2025.

SHOULD YOU NEGLECT TO UPLOAD/PROVIDE COPIES OF YOUR RELEVANT DOCUMENTS AND EVIDENCE OF YOUR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE JUDICIAL AND LEGAL SERVICE COMMISSION WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.

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