

LEGAL OFFICER



The Trinidad and Tobago Electricity Commission is seeking to recruit a suitably qualified and competent national to fill the above position.

JOB SUMMARY:

- Provides legal advice to the management of the Commission on a range of matters.
- Provides legal advice to the Commercial function in responding to customers' queries.
- Represents the Commission at Court (including Industrial Court) as required.
- Liaises with the Commission's external attorneys and Brokers on public liability and court matters.
- Interacts with Heads of Department for the collection of information on behalf of the Commission's External Attorneys.
- Prepares, reviews and negotiates contracts, deeds and legal documents for the Commission.
- Responds to correspondence received from customers' Attorneys and third parties.
- Expedites Industrial Court matters.
- Attends meetings on behalf of the Commission.
- Assists in the opening of Tenders and attends Tenders Committee meetings.
- Sits on committees as required.
- Assists in training as required.
- Performs other related duties as required by the job function.

EDUCATION AND TRAINING:

- Applicants must be qualified Attorneys-at-Law from a recognized institution and must have been admitted to legal practice in the Trinidad and Tobago Jurisdiction.
- Post graduate qualification in Law or other relevant discipline from a recognized institution will be an asset.
- Proficient in the use of Microsoft Office Suite.

EXPERIENCE:

The applicant must be practising as an Attorney-at-Law for at least five (5) years.

SALARY:

A competitive salary and Medical Plan Benefits are assured.

Interested candidates should address an up-to-date résumé to:

HUMAN RESOURCES MANAGER

Trinidad and Tobago Electricity Commission
#63 Frederick Street
PORT-OF-SPAIN

**[CLICK HERE TO SUBMIT
YOUR APPLICATION](#)**

Closing date for applications is
Thursday 17th June, 2021

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED.

**TRINIDAD AND TOBAGO
ELECTRICITY COMMISSION**

