

SENIOR LEGAL OFFICER

(Secretarial Department)



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

JOB SUMMARY:

- Monitors, advises and takes conduct of the more complex High Court and Industrial Court matters including Procurement.
- Monitors, reviews and guides the Legal Officers on High Court and Industrial Court matters.
- Advises on procurement matters and on the procurement framework.
- Reviews and recommends application of corporate procurement policies and in drafting and negotiating procurement contracts.
- Reviews and provides guidance and advice on other assignments of Legal Officers.
- Reviews and prepares more complex contracts. Reviews and prepares advice on issues arising out of existing contracts.
- Ensures compliance by staff of applicable rules, policies, regulations and procedures of the Commission.
- Prepares opinions on legal issues related to the administration, interpretation and enforcement of policies, procedures, legislation, contracts and any other matters arising.
- Creates and monitors preparation of management reports and new systems as required.
- Performs other related duties as required by the job function.

EDUCATION AND TRAINING:

- Bachelor of Law Degree (LLB) and a Legal Education Certificate (LEC) or its equivalent.
- Post graduate qualification in Master of Law from a recognized institution preferably in procurement will be an asset.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum of eight (8) years' experience as an Attorney-at-Law. Experience in procurement would be an asset.
- Sound knowledge of Procurement legislation and procedures; Contract, Land, Civil Proceedings Rules, Commercial, Finance and Opinion writing.
- Well-developed research, analytical, writing, critique, negotiating and supervising skills.
- Excellent interpersonal and communication skills (written & oral).
- Effective managerial and supervisory skills in a unionized environment.
- Computer literacy would be an asset.

SALARY:

A competitive salary and Medical Plan Benefits are assured.

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

CHIEF HUMAN RESOURCES OFFICER

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

or

[CLICK HERE TO SUBMIT
YOUR APPLICATION](#)

Closing date for applications is

Thursday 14th September, 2023

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED.

TRINIDAD AND TOBAGO
ELECTRICITY COMMISSION

