

SENIOR LEGAL OFFICER

The Trinidad and Tobago Electricity Commission is inviting applications from suitably qualified and competent nationals for the above position.

JOB SUMMARY:

- Manages active civil litigation matters before the High Court, Court of Appeal, Industrial Court and relevant tribunals.
- Drafts pleadings, witness statements, legal submissions, affidavits, skeleton arguments and related correspondence.
- Attends court as Instructing Attorney and, where appropriate, as Advocate Attorney.
- Maintains accurate case files, trackers and internal status reports for active matters.
- Prepares evidence, arguments and other documents for filing in the Industrial Court.
- Reviews and prepares more complex contracts.
- Reviews and prepares advice on issues arising out of existing contracts.
- Attends conciliation proceedings and grievances at the Ministry of Labour.
- Supports disciplinary tribunal proceedings and judicial review matters involving the Commission.
- Prepares instructions to external counsel and serving as the day-to-day liaison on assigned matters.
- Supervises, reviews and assigns work to Legal Officers on the litigation team.
- Prepares opinions on legal issues related to the administration, interpretation and enforcement of policies, procedures, legislation, contracts and any other matters arising.
- Prepares settlement analyses and implementing approved settlements, including settlement documentation.
- Reviews draft pleadings and opinions prepared by external counsel and raises issues for consideration.
- Provides coaching, feedback and relevant litigation training to Legal Officers and other staff where required.
- Creates and monitors preparation of management reports and new systems as required.
- Performs other related duties as required by the job function

EDUCATION

LLB and Legal Education Certificate (LEC) or Legal Practice Course (LPC); admitted to the Bar in Trinidad and Tobago.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum of six (6) years' post-call experience, with demonstrable experience in active civil litigation practice.
- Proven track record in the preparation of pleadings, witness statements and submissions.
- Sound judgement of the Civil Proceedings Rules, Industrial Relations Law 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.
- Ability to manage competing deadlines and contentious counterparties.
- Mediation and ADR training would be an asset.

COMPENSATION

Salary, terms and conditions of employment shall be in accordance with those determined by Members of the Commission.

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

Monday 22nd June, 2026

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED.

TRINIDAD AND TOBAGO
ELECTRICITY COMMISSION

