



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF TRADE AND INDUSTRY

# Career Opportunity

## LEGAL OFFICER II

### JOB SUMMARY

The incumbent will be required to perform professional legal work in the Ministry of Trade and Industry inclusive of appearing in court and before tribunals, providing legal advice and opinions and drafting legal documents on matters involving the Ministry.

### DUTIES AND RESPONSIBILITIES

- Represents the Ministry in court and before tribunals.
- Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Ministry.
- Drafts complex legal documents including contracts, leases and agreements.
- Provides legal opinions and briefs in respect of complex legal issues.
- Prepares instructions for submission to state central legal agencies on legal matters involving the state.
- Performs court cases preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and draft pleadings for filing.
- Assists in planning, directing, coordinating and formulating legal policies and programmes of the Ministry.
- Conducts research and analysis, and reports on legal matters pertinent to the Ministry's operation.
- Conducts or participates in negotiations/consultations with external/internal parties.
- Participates in or conducts the review of existing legislation, rules and regulations related to the Ministry and recommends/drafts appropriate amendments.
- Represents the Ministry on committees and meetings and other fora.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters.
- Performs other duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles and practices.
- Knowledge of the laws and regulations pertinent to the Ministry's operations.
- Knowledge of legal drafting principles and practices.
- Knowledge of legal research skills and techniques.
- Knowledge of the court procedures and practices and of rules of evidence.
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in drafting legal documents/instruments.
- Skill in negotiation and mediation.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and interpret laws and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically, 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

- Minimum of four (4) years' experience as a practicing Attorney at law.
- 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.

Submit your Curriculum Vitae, giving details of qualifications and experience to:

**Permanent Secretary, Ministry of Trade and Industry**  
**Level 11, Nicholas Tower, 63-65 Independence Square,**  
**Port-of-Spain**  
**Attention: Senior Human Resource Officer**