



**Republic of Trinidad and Tobago  
MINISTRY OF PUBLIC ADMINISTRATION**

**VACANCY NOTICE**

**Applications are invited from suitably qualified persons to fill the following position, on contract, in the Legal Services Division.**

**Legal Officer**

**POSITION SUMMARY**

The Legal Officer has responsibility for providing legal advice and legal services to the Ministry, including research, interpreting laws, preparation and review of documents and advice.

**DUTIES AND RESPONSIBILITIES**

- Provides legal advice to the Ministry and performs duties related to the Ministry's portfolio.
- Reviews, advises on, negotiates and drafts contracts.
- Advises on Ministry procurement, and reviews procurement documents.
- Conducts legal research and prepares legal opinions and briefs.
- Interpret laws and policies.
- Represents the Ministry on Ministerial and/or Cabinet appointed committees, other committees and at all meetings as required.
- Recommends amendments to existing laws pertinent to the Ministry's functions, in collaboration with the Office of the Attorney General
- Performs related duties as required

**MINIMUM EDUCATION AND EXPERIENCE**

- A Legal Education Certificate (LEC) or its equivalent from a recognized institution.
- Evidence of having been admitted to practice as an Attorney-at -Law in Trinidad and Tobago.
- Not less than three (3) years' experience as a legal practitioner.
- Experience in contract negotiation, legal research and the preparation of legal documents.
- Experience in ICT law and contracting would be considered an asset.
- Proficiency in the use of the Microsoft Office suite.

## **SUBMISSION OF APPLICATIONS**

If you are interested in this job, please apply [here](#).