



SENIOR ATTORNEY-AT-LAW

REPORTS TO: The Chief Executive Officer

SUPERVISOR TO: Attorneys-at-Law, Paralegal and Legal Assistant

POSITION PURPOSE:

Provides legal counsel, guidance and recommendations to ensure execution of the EMBD's mandate.

DUTIES AND RESPONSIBILITIES:

1. Conducts legal research of case law and statutes from common law jurisdiction in order to provide advice on all regulatory aspects that will enable the EMBD to operate and discharge its mandate efficiently.
2. Provides legal advisory and interpretation services to the management and Board to ensure statutory compliance with existing laws and regulatory requirements.
3. Prepares legal opinions and advises management on general issues that may arise from time to time
4. Provides advice on litigation affecting the EMBD.
5. Provides legal advisory and interpretation services to management on various aspects of the organisation's operations.
6. Follows-up and updates management on court matters and attends court hearings for and on behalf of the EMBD.
7. Liaises with external lawyers to ensure agreements and legal documents are promptly actioned.
8. Works closely with external lawyers and follows up on all litigation instituted for and against the EMBD.
9. Recommends cases for settlement.
10. Performs related work as may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Laws of Trinidad and Tobago with emphasis on conveyancing and commercial laws.
- Knowledge of legal principles and practices.
- Ability to provide expert legal analysis and interpretation.
- Ability to establish and maintain effective working relationships.
- Ability to maintain confidentiality.
- Supervisory experience.
- Proficiency in Microsoft Office.
- Excellent written and oral communication skills.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Holder of an LLB and LEC.
- Possession of a LLM shall be considered an asset.
- A minimum of 7 years' experience in a similar capacity.
- Past Corporate Secretarial experience, a must.
- Past supervisory experience.
- Any suitable combination of experience and qualifications shall be considered.