

**MINISTRY OF THE ATTORNEY GENERAL
AND LEGAL AFFAIRS**

JOB DESCRIPTION

JOB TITLE: CHAMBER MANAGER

JOB SUMMARY:

The incumbent will provide executive management support to the Chief Legal Officer. He/She will assist with strategic planning and management, financial and business planning, process mapping, work flow systems design, periodic reporting, supervision of support staff and customer service in order to promote and maintain the highest standards of effectiveness and efficiency.

RESPONSIBILITIES:

- ❖ Assists in the planning and the development of strategic business for the Department in connection with building the overall strategic plan for the Ministry.
- ❖ Assists in the development of the policies, initiatives, goals, action plans, work plans, programmes and other objectives of the Department.
- ❖ Monitors and evaluates the implementation of the policies, initiatives, goals, action plans, work plans, programmes and other objectives of the Department and prepares monthly or other periodic progress reports for the Chief Legal Officer.
- ❖ Manages, supervises and co-ordinates the work of the administrative, secretarial, clerical and other support staff in the Department.
- ❖ Manages the Secretariat of the Department.
- ❖ Manages the holding of conferences, seminars, workshops or other events hosted or facilitated by the Department.
- ❖ Provides executive management advice and guidance to ensure the integration of the policies, initiatives goals, action plans, work plans, programmes and other objectives of the Department with the strategic plan of the Ministry.
- ❖ Represents the Department at meetings, on committees and at workshops involving strategic planning and management, financial and business planning, customer service and other administrative matters.
- ❖ Reviews and evaluates operating policies and practices and recommends remedial actions for improvement where required.
- ❖ Recommends the budgetary requirements of the Department on the basis of appropriate plans and assists in the preparation of estimates of expenditure.
- ❖ Develops performance standards and the appropriate methodology for performance measurement in consultation with the members of the Department.
- ❖ Assists in the development of the customer service charter of the Department.

- ❖ Assists in developing appropriate protocols for interaction with the Office of the President, Parliament, Cabinet, the Judiciary, Service Commissions and other independent bodies, Government Ministries, the Tobago House of Assembly, Municipal Corporations, State Enterprises, statutory bodies, the Government Printery, other Departments and entities falling within or under the Ministry, the public and other clients, partners and stakeholders.
- ❖ Assists in developing training plans and public education programmes for the Departments and in coordinating and delivering training and public education programme
- ❖ Assists in the preparation of the Government's Legislative Agenda.
- ❖ Assists in the preparation of annual administrative reports and other reports.
- ❖ Assists in the collation and provision of information on the status or progress of legislative and other matters and of statistical information pertaining to the Department.
- ❖ Assists in the preparation of recommendations for promotions and acting appointments.
- ❖ Acts as the point of contact for internal and external clients.
- ❖ Liaises with senior officers in the Department to handle requests and queries from the Attorney General, the Permanent Secretary and Heads of Departments in the Ministry and other senior managers.
- ❖ Performs other related work as assigned by the Chief Legal Officer.

EDUCATION AND EXPERIENCE:

A first degree in Business Administration, Management, Public Sector Management or Law and at least five (5) years' experience and strong proven ability in management; or any other equivalent combination of training and experience. Qualifications in Finance or Human Resource Management will be an asset.

REQUIRED SKILLS AND COMPETENCIES:

- ❖ Sound planning and organization skills;
- ❖ Sound negotiation and conflict resolution skills;
- ❖ Good time management skills;
- ❖ Excellent communications skills;
- ❖ Ability to build partnerships and foster teamwork;
- ❖ Ability to develop an plan systems;
- ❖ Ability to maintain relationship with colleagues in various professional fields;
- ❖ Sound knowledge of modern public sector management practices;
- ❖ Sound knowledge of human resource management practices;
- ❖ Sound knowledge of financial planning principles;
- ❖ Very strong computer literacy.