



MINISTRY OF THE ATTORNEY GENERAL

EMPLOYMENT NOTICE

Applications are invited from suitably qualified persons to fill the position of **Legislative Adviser to the Attorney General**, on contract, in the Ministry of the Attorney General.

Duties and Responsibilities

- Liaises directly with the Attorney General to devise the annual legislative programme
- Reviews the status of legislative projects and submits status reports to the Attorney General
- Liaises closely with other Ministries to determine and settle their respective legislative agenda
- Attends Parliament with the Attorney General to provide legal research and expertise during the sitting of the House on any Bill, motion or other matter before the House
- Vets all Bills and other legislation
- Attends meetings of the Legislation Review Committee of Cabinet with the Attorney General and provides legal research and expertise to the Attorney General at such meetings
- Prepares Cabinet Notes
- Represents the Attorney General on committees, and at meetings and conferences
- Provides direct legal advice and research to the Attorney General
- Prepares papers and presentations
- Writes speeches for the Attorney General
- Performs other related duties as assigned

Minimum Qualifications and Experience

- Training as evidenced by the possession of an LLB and an LEC (Postgraduate legal training /qualifications would be an asset)
- Admission to practice law in Trinidad and Tobago
- An Attorney-at-Law with a minimum of five (5) years experience

Required Skills and Competencies

- Good advocacy skills
- Good interpersonal skills
- Good communication skills, both written and oral
- Good analytical and reasoning skills
- Good computer skills
- Knowledge of the operations and workings of the public service and Government
- Ability to establish and maintain effective working relationship with associates, other public officers and the public

Employment will be on contract, on terms and conditions of employment to be negotiated with the Chief Personnel Officer.

Interested persons are asked to submit their applications complete with resumes, two (2) References, copies of relevant certificates and a Certificate of Good Character no later than to:

**The Permanent Secretary
Attention: Director, Human Resources
Ministry of the Attorney General
Cabildo Chambers
23-27 St. Vincent Street
Port of Spain**

Only short-listed candidates will be contacted.