



MINISTRY OF THE ATTORNEY GENERAL

EMPLOYMENT NOTICE

Applications are invited from suitably qualified persons to fill the position of Senior Adviser (Social Policy and Planning Legislation), on contract, in the Ministry of the Attorney General.

SENIOR ADVISER (SOCIAL POLICY AND PLANNING LEGISLATION)

Job Summary

The incumbent will be responsible for the provision of research and advisory support to the Attorney General with an emphasis in socio economic policy, management and international relations.

DUTIES AND RESPONSIBILITIES

- Performing research and advisory work in specified areas as directed by the Attorney General
- Reviewing drafts and other documents and advising on necessary amendments to ensure current thinking/opinion is addressed in national matters
- Undertaking professional advisory work
- Assisting with Parliament Legislative Agenda
- Preparing papers and presentations
- Establishing liaisons with other State Agencies and Departments to ensure stakeholders' interests are effectively considered
- Representing the Attorney General on various committees as directed
- Performing other related duties as assigned

QUALIFICATIONS AND EXPERIENCE

Applicants should possess:

- Postgraduate training in Socio-Economic Planning or International Relations or any related area
- Excellent communications skills

- Working knowledge of Microsoft Office Suite
- Sound Interpersonal skills
- Ability to establish and maintain effective working relationships with internal and external clientele
- Holding or pursuing a Law Degree would be an asset
- Experience in administration or management.

TERMS AND CONDITIONS

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

Interested persons should submit their applications complete with Curriculum Vitae, , including copies of relevant certificates, two (2) references and a Certificate of Good Character no later than,2013 to:

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

Unsuitable applications will not be acknowledged.