



MINISTRY OF THE ATTORNEY GENERAL

PRESS NOTICE

EMPLOYMENT NOTICE

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

Senior Legal Adviser

Duties and Responsibilities:

- Assists the Trinidad and Tobago Police Service in the creation of a training programme to equip and assist police officers with giving evidence in court
- Prepares handbook relating to the powers of the police and investigative procedures to be adopted in the execution of such powers
- Prepares Domestic Violence Investigative and Procedural Manual for Police Officers
- Provides advice/guidance to the Ministry of National Security, the Ministry of Social Development, and other Ministries as instructed by the Attorney General on a range of matters
- Provides assistance and guidance to Senior Counsel and other Attorneys retained by the State on matters before the court at the request of the Attorney General
- Provides assistance/advice to Members of the Trinidad and Tobago Police Service and to the Special Anti-Crime Unit at the request of the Attorney General
- Provides advice to the Attorney General on Anti Money-Laundering matters and the National Anti-Corruption Strategy (Member of the Cabinet appointed National Anti-Money Laundering Committee)
- Advises the Attorney General on Trinidad and Tobago's country obligations under international treaties and agreements

- Represents Trinidad and Tobago at Regional and International meetings
 - a. The organization of American States MESICIC meetings in Washington DC
 - b. The UNODC conferences and meetings
 - c. United Nations Convention against Corruption
 - d. World Bank Anti-Corruption meetings
 - e. CARICOM regional meetings
- Advises the Attorney General on Death Penalty matters and instructing Counsel for the State as needed
- Assists the Attorney General in the formulation of policy as it relates to Criminal Justice Reform and the preparation of National Policy Documents for Cabinet approval
- Attends Court when necessary as instructed by the Attorney General
- At the request of the Attorney General, researches complex national and international legal issues and advises the Attorney General on these matters as required
- Chairman of the Criminal Injuries Compensations Board
- Member of the Special Criminal Court Committee
- Member of the Domestic Violence Monitoring Committee

Required Qualifications and Experience:

- Possession of a Bachelor of Laws degree from an accredited University; and a Legal Education Certificate (LEC)
- Admission to practice law in Trinidad and Tobago
- Over five (5) years experience in litigation

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 _____, 2012 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.