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APPENDIX II

LIST OF DUTIES AND RESPONSIBILITIES OF THE SPECIAL LEGAL ADVISER TO THE ATTORNEY GENERAL, MINISTRY OF THE ATTORNEY GENERAL

DUTIES AND RESPONSIBILITIES

1. To plan, coordinate and supervise the execution of the work programme of the Ministry, including the supervision of the legal and support staff of the Process Review Team;
2. To provide strategic guidance on the negotiation of commercial contracts for the procurement of assets and associated arrangements for and on behalf of the Government of Trinidad and Tobago as assigned;
3. To supervise the review and/or preparation of agreements and contracts being entered into by the Government and/or State agencies for and on behalf of the Attorney General as assigned;
4. To provide guidance regarding the evaluation and assessment of tenders/proposals for the procurement of assets and associated arrangements for and on behalf of the Government of Trinidad and Tobago and/or State agencies as assigned;

5. To provide oversight in the preparation of legal opinions and advice as may be requested by the Government and/or State agencies for and on behalf of the Attorney General as assigned;
6. To guide and supervise the preparation of opinions and advice as may be requested by the Attorney General;
7. To provide oversight for the preparation of opinions and advice to be rendered to the Finance and General Purposes Committee and Cabinet for and on behalf of the Attorney General i.e. to oversee the preparation of comments on various Cabinet Notes and proposals of other Ministries which may be before the Cabinet and the Finance and General Purposes Committee for consideration, as assigned;
8. To provide oversight for the preparation of Cabinet Notes for and on behalf of the Attorney General when requested by the Attorney General;
9. To supervise the fast tracking of critical legal matters under the purview of the Chief State Solicitor's Department, the Solicitor General's Department and the Office of the Chief Parliamentary Counsel;

10. The provision of legal expertise or input as assigned;
11. The provision of input on public sector management and policy as assigned;
12. Attending meetings, seminars and consultations as assigned;
13. Performance of other related duties as assigned.

QUALIFICATIONS AND SKILLS

- Bachelor of Laws and Legal Education Certificate issued by the Council of Legal Education;
 - A post graduate degree;
 - At least 12 years practice as an attorney-at-law;
 - At least 10 years experience in the practice of law within the public sector;
 - At least 8 years experience in management with at least 5 years experience in public sector management;
 - Experience in a managerial capacity in a legal environment;
 - Extensive knowledge of the public sector management framework including regarding public sector human resource administration, finance and procurement;
 - Coordination and management skills;
 - Well-developed multi-tasking capacities and time management skills;
 - Excellent communication skills;
 - Excellent analytical skills;
 - Computer literacy.
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