



## INDUSTRIAL COURT OF TRINIDAD AND TOBAGO

### EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified persons for employment, on contract, for a period of three (3) years, to fill the following positions in the Industrial Court of Trinidad and Tobago:-

#### **LEGAL OFFICER I**

##### **Job Summary**

This job requires the incumbent to perform professional legal work in the Industrial Court for the President and Judges under the direct supervision of the Assistant Registrar. Duties include research for the President and the Judges, appearing in court, providing legal advice and opinions and drafting legal documents on the matters involving the Department. Depending on assignment, the incumbent may be required to perform some or full range of the duties of the position.

##### **Duties and Responsibilities**

- Conducts research on and analyses general and specific legal issues for hearings and other legal proceedings;
- Prepares legal opinions and draft Judgments
- Edits and proofreads the Orders and Opinions of the Judges
- Checks authorities and statutes cited in briefs and conducts independent legal research;
- Conducts independent research and interprets legal questions;
- Assists Judges during courtroom proceedings;
- Assists in the maintenance and organization of case files;
- Keeps the President, Vice President, Judges and Registrars updated on notable decisions from other jurisdictions;
- Maintains the library of the President, Vice President and Judges of the Court and assembles and updates appropriate documents;
- Corresponds on behalf of the President and Judges with Attorneys-at-Law;
- Prepares Court Orders, Notices and other Court correspondence
- Prepares Contracts such as employment contracts, contracts for specific contractors and service providers etc.
- Performs other related tasks.

##### **Knowledge, Skills and Abilities**

- Knowledge of the Laws of Trinidad and Tobago
- Knowledge of legal principles, practices and procedures.
- Knowledge of legal research methods and techniques.
- Knowledge of the court procedures and practices and rules of evidence.
- Some knowledge of the laws and regulations related to the Department's operations.
- Some knowledge of legal drafting principles and methods.
- Proficiency in the use of Microsoft Office Suite.
- Skill in drafting legal documents/instruments.
- Ability to interpret and analyse the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

##### **Minimum Qualifications and Experience**

- No experience required.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.

#### **BUSINESS OPERATIONS ASSISTANT I**

##### **Job Summary**

The incumbent is required to perform a variety of clerical/secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of meetings; opening, sorting and routing of mail; maintaining records and files; performing routine accounting duties and generating a wide variety of documents utilizing appropriate

software. Depending on assignment, the incumbent, may be required to perform some or the full range of the duties of this position.

##### **Duties and Responsibilities**

- Assists in the planning and management of meetings, workshops and conferences:
  - prepares agendas;
  - issues meeting invitations;
  - takes meeting notes;
  - distributes minutes to participants; and
  - undertakes relevant follow-up action, as directed
- Assists in the coordination of travel arrangements by preparing costing, obtaining quotes from travel agencies and performing other related tasks.
- Maintains file register and filing system in keeping with established systems and procedures.
- Receives, records, sorts and routes incoming and outgoing correspondence and other documents.
- Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed.
- Orders, issues and maintains inventory of supplies and equipment.
- Assists in the preparation of timesheets and pay sheets, vouchers, invoices and requisitions; posts entries in journals and ledgers and other routine accounting duties.
- Files memoranda, letters, reports and other documents.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, and spread sheets utilizing appropriate software.
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly.
- Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders.
- Assists in the preparation of budgetary and experience statement by collecting and inputting relevant data as directed.
- Undertakes basic information gathering, as directed, and compiles data for entry; enters and/ or verifies data.
- Performs other related duties as assigned.

##### **Knowledge, Skills and Abilities**

- Knowledge of modern office practices and procedures.
- Some knowledge of relevant Public Service rules, regulations, instructions and procedures.
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the Internet for research purposes.
- Ability to compose and prepare documents such as letters, memoranda, minutes and reports.
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to make arithmetical computations.
- Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to use initiative to find solutions for simple work related issues.

##### **Minimum Qualifications and Experience**

- Five (5) CXC/GCE O Level passes including English Language and Mathematics.

Salary and other terms and conditions of employment are standardized by the Chief Personnel Officer, Personnel Department. Applications from interested persons, including curriculum vitae, name, address and contact number of two (2) referees, must be submitted by **February 28, 2018** to:-

The Registrar, Industrial Court  
Fourth Floor, Industrial Court Building  
#7 St. Vincent Street, Port-of-Spain  
**Attention: Senior Human Resource Officer**  
**(LEGAL OFFICER I)**  
**(BUSINESS OPERATIONS ASSISTANT I)**

*Unsuitable applications will not be acknowledged.*