



STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission invites applications to fill the permanent position of:

LEGAL COUNSEL

IN THE LEGAL, ADVISORY AND ENFORCEMENT DIVISION

A. Job Summary

The incumbent is required to provide legal assistance and advice on all matters pertaining to the functioning of the Commission with particular reference to the Securities Act, 2012 and other governing/ related legislation.

B. Responsibilities/Accountabilities

- Reviews and analyses case materials such as reports, files and correspondence, and acts as legal adviser in enforcement matters.
- Examines and analyses local and international legal procedural issues in collaboration with local and overseas legal experts in order to implement appropriate enforcement practices in accordance with the Commission's regulatory mandate.
- Provides legal assistance and advice on all matters pertaining to the general functions and operations of the Commission with particular reference to the Securities Act, 2012, and any other relevant legislative enactment.
- Provides legal advice to the Commission and to the various Divisions and Departments within the Commission on all legal issues arising out of the Commission's fulfilment of its mandate.
- Reviews and assists in the drafting of proposed legislation with a view to determining the suitability of such draft legislation for the regulation of the securities market, and makes recommendations for amendment of the current legislation where required.
- Reviews draft proposed by-laws and recommends the prioritisation of additional draft by-laws where necessary.
- Appears before hearing panels of the Commission and the law Courts of Trinidad & Tobago, as an advocate on behalf of the Commission.
- Performs other related duties as may be required.

C. Minimum Qualifications and Experience

- Attorney at Law admitted to practice at the Bar of Trinidad and Tobago
- 5 to 7 years' experience in rendering legal opinions
- 3 years' experience as an advocate in the civil or criminal court
- Experience as an attorney in a Financial Institution would be an asset.
- Any other equivalent combination of education, training and experience will be considered.

D. Competencies

Technical Competencies:	Behavioral Competencies:
<ul style="list-style-type: none">• Working knowledge of the Securities Act, 2012, and other related laws.• Proficiency in rendering written, legal opinions and drafting of legal agreements• Legal research skills• Understanding of Corporate/Commercial Law• Proficiency in Microsoft Office Suite<ul style="list-style-type: none">• Planning and organisational skills• Communication and presentation skills	<ul style="list-style-type: none">• Integrity• Teamwork / Cooperation• Initiative / Drive• Customer Oriented• Achievement Oriented• Understanding of Strategy• Capacity for Interpersonal Understanding• Capacity for Analytical Thinking• Capacity for Relationship Building

E. Key Contacts

- Internal: All Heads of Divisions/Departments
- External: Ministry of Finance, other Government Ministries and Departments and international bodies

All applications should be forwarded under confidential cover and addressed as follows:

Vacant Position: LEGAL COUNSEL

The Chief Executive Officer

Trinidad and Tobago Securities and Exchange Commission
57-59 Dundonald Street
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than January 22, 2018

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED