



## **CAREER OPPORTUNITY**

*The Telecommunications Authority of Trinidad and Tobago (the Authority) is inviting applications from dynamic, forward-thinking individuals for the following position:*

### **LEGAL ADVISOR**

#### **Job Summary**

To treat with legal matters undertaken by the Authority, including legal analyses and preparation of advice to support the organization's decision-making.

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

1. Advise on legal issues in the formulation of policies and procedures for the granting and monitoring of concessions and licenses to operators of public telecommunications networks and providers of public telecommunications and broadcasting services.
2. Provide legal advice and guidance to ensure the Authority operates in accordance with the provisions of the Telecommunications Act.
3. Prepare and draft legal documents and legislative instruments, including regulations and rules on behalf of the Authority as required.
4. Advise on international regulatory and legal requirements in the conduct of its operations.
5. Examine and provide support in the preparation of Cabinet Notes and draft responses that relate to the laws of Trinidad and Tobago.
6. Act as Instructing Counsel on behalf of the Authority, attend Court as required and provide legal opinions and advice on general issues and matters.
7. Monitor and liaise with external lawyers on legal matters or act as Counsel in Court proceedings on behalf of the Authority.
8. Effect compliance and enforcement action as required by the relevant departments.
9. Perform the functions and duties of Telecommunications Inspector as appointed by the Authority under Section 46 of the Telecommunications Act Chapter 47:31 as required.
10. Prepare, review and vet agreements for the conduct of TATT's business.
11. Maintain and safeguard official and legal records, documents, reports, files, statements and information as required by law.
12. Develop work plan with Manager, Legal Affairs.
13. Provide support in relation to advising the Authority on general legal issues.
14. Comply with the HSE policy & procedures and cooperate with workplace health and safety measures and initiatives.
15. Take reasonable care for own safety and the safety of others and report all accidents, injuries, near misses and hazards to Manager/Supervisor.
16. Perform other related duties as required by job function.

#### **Qualifications and Experience:**

- Recognized Bachelor of Laws (LLB) Degree
- Legal Education Certificate (LEC) or its equivalent from a recognized institution
- Minimum of five (5) years' experience as a practicing Attorney at Law.
- Experience in civil, criminal legal practice and legal drafting.

- Experience in telecommunications and information technology law, industrial relations law, litigation and company law would be an asset.

### **Core Competencies**

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

- Knowledge of the laws of Trinidad and Tobago as they relate to:
  - Companies and corporate entities
  - Public law and Industrial Relations Laws
  - Contracts
  - Telecommunications and information technology
- Excellent Skills in:
  - Advocacy
  - Legal drafting
  - Legal analysis and advice
  - Negotiation
  - Verbal and written communication
  - Microsoft Office applications
- Behaviours:
  - Dynamic using strong interpersonal skills
  - Team player
  - Attentive to details and results-oriented
  - High level of discretion and confidentiality