



The Sports Company of Trinidad and Tobago Ltd.

Career Opportunity

LEGAL OFFICER

Department: Office of the CEO
Reports to: Corporate Secretary/Head, Legal

Job Summary

The incumbent is required to provide a wide range of legal services inclusive of legal research, preparing opinions and contracts, preparing legal briefs and assisting generally in the preparation of legal documents.

Duties and Responsibilities

- Conduct legal research and drafts or prepares briefs on legal matters as directed
- Review legal documents for completeness and accuracy
- Work with external counsel as may be required
- Advise on new and emerging laws and regulations that may impact the company
- Assist in the preparation of legal documents such as contracts, opinions and agreements; draft correspondence on routine legal issues, policies and procedure guides
- Provide sound legal advice and make recommendations as necessary
- Take notes at court, tribunals, legal proceedings and meetings and generates documents as required
- Conduct all duties in conformance with Health, Safety, Security and Environment (HSSE) requirements
- Perform other related duties

Minimum Qualifications and Experience

- Bachelor of Law Degree (L.L.B.)
- Legal Education Certificate (L.E.C.)
- Minimum of five (5) years' experience as an Attorney at Law/Legal Counsel in a Law firm or in a Company

Or any equivalent combination of qualification and experience



National Cycling Velodrome,
Off Couva Main Road,
Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886
E-mail: communications@sportt-tt.com
Web: www.sportt-tt.com

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Competencies

- Knowledge of the methods and techniques of legal research
- Knowledge of the Laws of Trinidad and Tobago especially Company Law, Contract Law, Industrial Relations Law and laws and regulations pertinent to the operations of State Enterprises
- Ability to maintain and display a high level of integrity and confidentiality
- Strong sense of urgency and problem-solving skills
- Excellent communication skills, both verbal and written
- Ability to make and use sound judgement in decision-making
- Proficiency in the use of Microsoft Office Suite

All applications with full resumes should be sent to:
The Human Resource Department
The Sports Company of Trinidad and Tobago Ltd.
National Cycling Velodrome
Off Couva Main Road, Balmain
Couva

Or via email to: recruitment@sportt-tt.com
Subject: Position Title

Deadline for submission of applications: Friday 25 May 2018

We thank all applicants for your interest. However, only shortlisted applicants will be contacted.

www.sportt-tt.com

1 868-225-4TTO (4886) Ext. 123-125