



LEGAL OFFICER, ASSISTANT COMPANY SECRETARY

To provide the full range of legal services required for the smooth operations of e TecK and its subsidiaries, and Assistant Company Secretarial Services for e TecK and its subsidiaries.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Advise all divisions and Board appointed committees on legal, statutory, regulatory and corporate governance issues and ensure compliance when necessary.
2. Analyze, review and prepare deeds, leases, licences, releases, contracts, agreements and such other legal documents, which bind the organization. Make recommendations to ensure the organization is properly and effectively represented in all matters.
3. Provide legal advice and guidance to e TecK and its subsidiaries on various matters aspects of its operations.
4. Prepare High Court claims and represents e TecK and its subsidiaries in court matters as and when required.
5. Monitor administrative staff to ensure the efficient discharge of duties assigned thereto.
6. Provide such assistance to the Company Secretary of e TecK as may be required.
7. Provide the full range of Assistant Company Secretarial Services to e TecK and its subsidiaries; such duties may be further amended.
8. Supervise administrative staff to ensure the efficient discharge of all Company Secretarial Services.
9. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
10. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. Bachelor of Laws (LLB) and Legal Education Certificate (LEC)
2. A minimum of seven (7) years' experience as a practicing attorney
3. Five (5) to seven (7) years' experience in a Legal and corporate environment
4. Experience in performing Company Secretarial functions
5. Five (5) to seven (7) years' experience in civil litigation

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. In depth knowledge of the Companies' Act, land and conveyancing laws, commercial laws and other relevant litigation.
2. In depth knowledge in drafting deeds, leases and other legal instruments.
3. In depth knowledge of civil court litigation procedures and practices.
4. Knowledge of Laws of the Republic of Trinidad and Tobago.
5. In depth knowledge of contract documents and specifications.
6. In depth knowledge of Company Secretarial functions.
7. Ability to provide expert legal analysis and interpretation.
8. Ability to maintain confidentiality.
9. Excellent written, verbal communication and presentation skills.
10. Skill in the use of computers and software applications such as Microsoft Office Suite.
11. High standard of accuracy and attention to detail.

All interested suitably qualified applicants should submit their resumes by **May 22, 2022.**

Unsuitable candidates will not be acknowledged.

To careers@eteck.co.tt
Subject: Vacancy – Legal Officer, Assistant Company Secretary