

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following position:

# LEGAL OFFICER

This position is responsible for assisting the Manager Legal Department in the successful application of legal principles to minimise the effect of project and operational risk.

## WORKING RELATIONSHIPS

Reports to the Manager, Legal Department

## KEY DUTIES AND RESPONSIBILITIES

- Assists the Manager, Legal in providing legal counsel to the executive management team and the Board of Directors;
- Represents the Company in legal matters before the Courts;
- Provides legal counsel to facilitate the efficient execution of procurement and contract administration procedures;
- Assists in the preparation of documentation for presentation in court such as interviewing witnesses, taking depositions and preparing pre-trial briefs and draft pleadings for filing;
- Drafts contracts and ensures contractors' satisfactory compliance of contract obligations;
- Undertakes dispute resolution/conflict management activities as required;
- Provides legal advice on issues arising from actual or anticipated lawsuits;
- Ensures conflicts arising are managed and resolved;
- Writes Opinions on actual or anticipated legal issues;
- Conducts a legal review of reports, correspondence, articles, and other documents as may be required;
- Develops and implements process improvements to corporate policies and procedures for NIDCO's operations and governance/compliance purposes;
- Effectively and efficiently engage external counsel to supplement in-house legal work;
- Provides support to the Manager Legal in the provision of land acquisition guidance and support as may be required;
- Provides legal support to other departments as necessary;
- Ensures metrics are in place to improve compliance processes.

## KEY SKILLS AND ABILITIES

- Working knowledge of the Laws of Trinidad and Tobago;
- **Working knowledge of the following:**
  - Procedures and practices relevant to the operations of NIDCO;
  - Court procedures and practices and Rules of Evidence;
  - Litigation, conveyancing and Industrial Relations laws and practices;
  - Contract and property law and civil procedures;
- Working Knowledge of general commercial, Company and Contract Law;
- Strong critical reasoning skills;
- Demonstrable negotiation and influencing skills.

## QUALIFICATIONS/MINIMUM EXPERIENCE AND TRAINING

- Bachelor of Law Degree (LLB);
- Legal Education Certificate (LEC) or Professional qualifications from the UK Law Society;
- Admission to practice Law in Trinidad and Tobago;
- Eight (8) years as an Attorney-at-Law with at least 5 year's experience in a similar position;
- Training in the application of FIDIC principles and practices.