

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.

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 resolutions/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 implement 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 the 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.

QUALIFICATION/MINIMUM EXPERIENCE AND TRAINING

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

THE HUMAN RESOURCE DEPARTMENT

National Infrastructure Development Co. Ltd (NIDCO)

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CLOSING DATE FOR RECEIPT OF APPLICATIONS IS

Friday 30th December, 2022.

Unsuitable applications will not be acknowledged.