



STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) invites applications for the two-year contract position of Senior Investigator.

Senior Investigator – On Contract (Legal Division)

A. Job Summary

The Senior Investigator will be required to assist the Lead Counsel, Enforcement in taking the requisite enforcement action for breaches of the securities laws. As such the incumbent will be required to assist the Lead Counsel, Enforcement in reviewing and developing the requisite policies and procedures to facilitate the conduct of investigations into market abuse, insider trading, other securities crimes and contraventions with the highest levels of efficiency and propriety.

The Senior Investigator will also be required to develop links with local and foreign law enforcement and regulatory authorities, and train pertinent members of staff in the rudiments, theory and practical of conducting investigations.

B. Responsibilities / Accountabilities

- Assists the Lead Counsel, Enforcement with the prosecution at civil or criminal level of any matter relating to the contravention of the Securities Act.
- Assists the Lead Counsel, Enforcement in the review and development of policies and procedures for investigating breaches of the securities laws and Anti-Money Laundering offences in securities transactions.
- Conducts interviews with relevant persons/subjects of investigations in relation to market abuse, market manipulation, insider trading and other securities market contraventions.
- Makes contacts (in collaboration with the Lead Counsel, Enforcement) with government and non-government agencies to obtain information as required during the course of an investigation.
- Conducts research (in collaboration with the Lead Counsel, Enforcement) into the background of individuals and companies that are related to an investigation.
- Researches databases (locally, regionally, and internationally) that would assist in investigations.
- Oversees the security and storage of information, evidence and documents related to investigations.
- Prepares comprehensive and timely reports for review by the Lead Counsel, Enforcement on activities related to the investigations.
- Prepares briefs for review by the Lead Counsel, Enforcement for matters to be escalated for hearings within the Commission.

- Attends contraventions matters before the Commission's Pre-Hearing and Hearing Panels.
- Assists the Lead Counsel, Enforcement with the development of networks for collaboration between the Commission and local and international law enforcement and regulatory agencies.
- Trains nominated Staff in the in the conduct of investigations.

C. Minimum Qualifications and Experience

- A first degree, preferably with some specialization in Law, Economics, Forensic Accounting, Finance or a relevant Bachelor's Degree by a recognized institution.
- Eight (8) years' experience with increasing responsibility in fraud/white collar crime investigations.
- Any relevant combination of qualifications, training and experience may be considered.

All applications should be forwarded under confidential cover and addressed as follows:

Vacancy - Senior Investigator – On Contract (Legal Division)

The Human Resource Manager

Trinidad and Tobago Securities and Exchange Commission
Levels 22-23, Tower D
International Waterfront Centre
1 Wrightson Road
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than March 21, 2021