



## **STAFF RECRUITMENT**

The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) invites applications to fill the permanent position of:

### **LEGAL ASSISTANT (CORPORATE SECRETARIAT/LEGISLATIVE) IN THE LEGAL DIVISION**

#### **A. Job Summary**

The incumbent is required to provide administrative support in the Corporate Secretariat/Legislative Function which includes assisting with the preparation of Minutes of Board Committee Meetings, maintenance of files and corporate records, legislative review and amendments, the preparation of legal documents and the conduct of the Commission’s administrative proceedings. The incumbent may also be required to assist with job related tasks across the Legal Division (“the Division”).

#### **B. Responsibilities / Accountabilities**

- Assists with managing administrative arrangements for Board and Board Committee Meetings, including the timely preparation and dispatch of minutes, agendas, and board packages for meetings.
- Assists with the preparation and dissemination of Board Decisions to the various Divisions.
- Assists with the preparation of Board Resolutions and other Board/Board Committee documents.
- Assists with drafting Minutes of Meetings of the Board Committees and filing corporate secretarial records.
- Assists with preparing legal documents such as contracts, opinions and agreements.
- Assists the Chief Legal Counsel with fulfilling all Statutory Requirements placed on the Commission (including those requirements under the Freedom of Information Act).
- Assists the Chief Legal Counsel with fulfilling the Commission’s legislative mandate by conducting research, participating in committees (as assigned) and assisting with coordinating the activities of the assigned committees.
- Drafts letters, memoranda and other documents as directed by the Chief Legal Counsel.
- Establishes and maintains a filing system for Board related matters.
- Establishes and maintains a system for tracking files, correspondence and tasks assigned by the Chief Legal Counsel to members of Staff.
- Addresses confidential correspondence as guided by the Chief Legal Counsel.
- Assists with finalizing documents (including proofreading), the preparation of presentations, the conduct of legal research and with internal and external requests for information.
- Participates in and assists with coordinating activities of assigned Committees.
- Assists with the preparation of legal briefs for external counsel, hearing panel and pre-hearing conference panel.

- Assists the Chief Legal Counsel with preparing for and conducting proceedings under the Securities Industry (Hearings and Settlements) Practice Rules, 2008.
- Provides administrative support assistance as directed by the Chief Legal Counsel across the Division
- Performs other job-related duties as required.

### C. Minimum Qualifications and Experience

- Bachelor of Law (LLB) Degree or similar qualification.
- Two (2) years' experience in a similar role.
- Any other equivalent combination of education, training and experience will be considered.

### D. Competencies

<b>Technical Competencies:</b>	<b>Behavioural Competencies:</b>
<ul style="list-style-type: none"> <li>• Knowledge of the methods and techniques of legal research</li> <li>• Knowledge of legal drafting principles and Practices</li> <li>• Strong Planning and organisation skills</li> <li>• Ability to take Minutes</li> <li>• Strong business and report writing skills.</li> <li>• Excellent oral and written communication skills</li> <li>• Strong attention to detail, with a commitment to high quality work</li> <li>• Time management skills</li> <li>• Highly Proficient in Microsoft suite</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity / Trustworthiness</li> <li>• Teamwork / Cooperation</li> <li>• Initiative / Drive</li> <li>• Flexibility / Adaptability</li> <li>• Strong interpersonal skills</li> <li>• Ability to exercise initiative, tact and diplomacy and to work with minimum supervision</li> <li>• Ability to multi-task</li> </ul>

### E. Key Contacts

- Internal: All staff
- External: As directed by the Chief Legal Counsel or his/her designate

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

#### **Vacancy – Legal Assistant (Corporate Secretariat/Legislative)**

##### **Director, Human Resources**

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](mailto:vacancies@ttsec.org.tt)

**Applications should arrive no later than October 2, 2023.**

**Only shortlisted candidates will be contacted.**