

# VACANCY

## LEGAL AND COMPLIANCE OFFICER

### NATIONAL TRUST OF TRINIDAD AND TOBAGO

The National Trust of Trinidad and Tobago ('the National Trust') is a membership-based entity established by the National Trust of Trinidad and Tobago Act Chapter 40:53 (the 'Act') and is under the remit of the Minister of the Ministry of Planning and Development ('the client Ministry'). It has been in operation since 1999 and the functions of the National Trust are exercised and discharged by the Council comprising both appointed and elected members as well as staff. The head office of the National Trust is currently located at Mille Fleurs, 23 Maraval Road, St. Clair. Further information about the National Trust can be found on its website: [www.nationaltrust.tt](http://www.nationaltrust.tt).

#### DETAILS OF THE POSITION

<b>Job Title:</b>	<b>Legal and Compliance Officer</b>
<b>Reporting to:</b>	Council of the National Trust of Trinidad and Tobago
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	2 years

#### **JOB SUMMARY:**

Under the general supervision of the Council, the **Legal and Compliance Officer** is responsible for providing professional legal work to the National Trust of Trinidad and Tobago and its sub-committees as well as supervision and execution of the process of legislative review, the listing process, procurement, the heritage tax allowance and incentives, policy development among other matters concerning the mandate of the National Trust including all compliance matters.

#### **DUTIES AND RESPONSIBILITIES:**

The position requires a full range of duties to support the mandate of the National Trust and the **Legal and Compliance Officer** is required to:

- (i) Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the operations of the National Trust;
- (ii) Assists with due diligence and is responsible for drafting legal documents including agreements, licences, contracts, statutory and other notices as well as correspondence on behalf of the National Trust;

- (iii) Prepares legal advice and opinions to the Council;
- (iv) Prepares instructions for submission to external counsel;
- (v) Prepares Cabinet Notes, memoranda, letters and other documents on legal matters;
- (vi) Assists in planning, directing, coordinating and formulating legal policies and programmes of the National Trust;
- (vii) Serves as the focal point for the Legal sub-committee of the National Trust;
- (viii) Advises on FOIA requests and other legal correspondence submitted to the Trust;
- (ix) Liaises with the Legal Unit of the client ministry and other stakeholders as required;
- (x) Supports the work of the secretariat of the Council of the National Trust as required;
- (xi) Supports the Trust in respect of obligations under the Non-Profit Organisations Act;
- (xii) Advises on the implementation of the Corporation Tax Act Chap. 75:02 relevant to the heritage conservation and preservation tax allowance as pertains to the mandate of the Trust;
- (xiii) Represents the National Trust in court and before tribunals;
- (xiv) Supports the Trust with outreach initiatives and stakeholder meetings and other programmes as needed;
- (xv) Provides any other legal assistance and support as required by the Council.

#### **CORE KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the Laws of Trinidad and Tobago
- Knowledge of legal principles and practices
- Knowledge of international conventions pertinent to the mandate of the National Trust
- Knowledge of legal research skills and techniques
- Knowledge of court procedures and practices

#### **OTHER COMPETENCIES:**

➤ Excellent writing and oral skills ➤ Self-management and ability to carry out tasks independently  
 ➤ Interest in heritage/culture/history as well national laws and international conventions in this field  
 ➤ Analytical thinking ➤ Knowledge of Microsoft Suite ➤ Attention to detail and deadlines ➤ Flexibility  
 ➤ Strong organisational skills ➤ Strong interpersonal skills and ability to work effectively in a team ➤ Creative problem solving ➤ Age-, gender and diversity- and cultural-sensitivity with demonstrated ability to perform effectively in a multi-cultural environment ➤ in possession of a driver's licence and car or access to one.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Admission to practice law in the Republic of Trinidad and Tobago
- Minimum of five (5) years' experience as a practicing Attorney at law in Trinidad and Tobago
- Work experience at a law firm/legal unit will be considered an asset.

**DEADLINE FOR APPLICATIONS: 30<sup>th</sup> November 2022**

**Only electronic copies** of applications for this position accompanied by a curriculum vitae with names and contact information of three (3) referees, and copies of certificates will be acknowledged via email. These should be submitted via email to:

**National Trust of Trinidad and Tobago**

Attention: Ms. Pauline Philip, Operations Coordinator

Mille Fleurs Heritage House

23, Maraval Road

St. Clair

Email: [info@nationaltrust.tt](mailto:info@nationaltrust.tt)

Only suitable, shortlisted candidates will be contacted for an interview.