



JOB DESCRIPTION

Unit : Housing and Village Improvement Programme (HIVP) Sub-Unit
Position : Legal Officer I (Procurement)

<u>JOB DESCRIPTION</u> TEMPORARY POSITION	
JOB TITLE: LEGAL OFFICER I (PROCUREMENT)	
JOB SUMMARY: <p>The Land Settlement Agency is a public body that is responsible for ensuring equity, transparency, value for money, and accountability in the purchasing of Goods, the provision of Works and Services, and the disposal of its assets. The Legal Officer I (Procurement) will be under the direct supervision of the Chief Executive Officer and is required to perform professional legal functions in the Procurement Department in accordance with OPR and the Agency Guidelines for the Procurement of Goods, Services, and Works & Asset Disposal. Duties include but are not limited to the preparation and issuance of contracts for goods, works, and services, providing legal advice and opinions to management in accordance with the OPR, and providing advice to management on matters referred by the PDAC, Evaluation Committee, and Asset Disposal Committee.</p>	
REPORTS TO:	<ul style="list-style-type: none">▪ Manager, Public Procurement
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">▪ Management and monitoring of contract activities within the Procurement Department.▪ Preparation and issuance of all letters for contracts for goods, works and services on accordance with the Office of Procurement Regulations (OPR) guidelines.▪ Review of all letters and legal documents falling under the purview of the Procurement Department.▪ Providing advice and opinions to management on all legal matters, supplying legal authorities in accordance with the OPR guidelines.▪ Assists in the reviewing of the existing legislation, rules and regulations and assist in the preparation of policies and guiding frameworks as related to the Procurement of good, works and services.▪ Assists in the development and maintenance of a database of current contracts for goods, works and services in respect to the Agency's operations.▪ Providing assistance in drafting Cabinet /Ministerial Notes, memoranda, letters and other documents on legal matters under the purview of the Procurement Department.▪ Providing advice on Procurement and Disposal Advisory Committee (PDAC), Evaluation Committee and Asset Disposal Committee referred matters▪ Performs other duties as required.	

KNOWLEDGE, SKILLS AND ABILITIES**KNOWLEDGE:**

- Considerable knowledge of the procurement laws of Trinidad and Tobago.
- Knowledge of legal principles, practices and procedures.
- Knowledge of the procurement method and procedures.
- Knowledge of the tendering process.
- Knowledge of drafting contracts.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Ability to interpret and analyze contract law.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships all Agency stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
- FIDIC will be considered an asset.
- Certificate in Procurement or Supply Chain Management will be considered an asset
- Consideration will be given to an equivalent combination of relevant qualifications, training and experience.