



National Infrastructure Development Company Limited

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.

WORKING RELATIONSHIPS

- ☐ Reports to the Manager - Legal Department

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 COMPETENCIES

- 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.

QUALIFICATIONS/ 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)
The Atrium – 6B Don Miguel Rd Ext. El Socorro Ext.
EL SOCORRO 280603 Trinidad, W.I.
E-mail: hr@nidco.co.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS

Monday 28th October, 2024

*Unsuitable applications will not be acknowledged.