

## **DETAILS OF THE POSITION**

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

<b>Job Title:</b>	<b>Legal &amp; Risk Officer</b>
<b>Level:</b>	Junior Professional
<b>Reporting to:</b>	The Secretary-General
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	Fixed Term (with a probationary period)

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## **FUNCTIONS OF THE POSITION:**

Under the general guidance of the Secretary-General, the incumbent is responsible for providing legal advice and opinions, as well as drafting legal documents on matters involving the Secretariat as well as administrative functions as they relate to the legal work of the organisation.

## **DUTIES AND RESPONSIBILITIES:**

1. Conducting legal research and analysis to support the organisation's legal position and strategy;
2. Providing advice, using as a general reference the provisions set out in the Convention Establishing the ACS, the Agreements emanating from the Ministerial Council, and other relevant regulations in order to maintain, within the Secretariat and the Association as a whole, uniformity in the interpretation and application of rules, norms and regulations governing the Association; in the preparation of meetings within the portfolio of the Office of the Secretary-General;
3. Preparing legal instruments and other documents as determined by the Secretary-General for all Meetings of the Ministerial Council;
4. Drafting Ministerial Agreements or any other Agreements or MOUs, as directed by the Office of the Legal Advisor, or the Office of the Secretary-General;
5. Preparing extensive legal research, analysis and prepare legal opinions, briefs and reports on legal matters;
6. Providing advice relating to the interpretation and application of international law, international treaties, conventions and agreements;

7. Providing assistance in the review and update of the Staff Policy Manual; Procedures Handbook and Financial Regulations and any other instruments as so instructed by the Office of Legal Advisor, or the Office of the Secretary-General;
8. Providing advice relating to the interpretation of International Trade Law, including the norms, policy documents, regulatory documents of the World Trade Organisation (WTO) and other multilateral and bilateral trade agreements in which the ACS Member States and/ or Associate Members are involved;
9. Supporting the ACS in the execution of official meetings, as requested;
10. Submitting Official Travel Reports to the Secretary-General upon return from official missions;
11. Identifying and mitigating legal risks and issues that may affect the organisation; in particular related to money laundering, compliance, or risk management;
12. Preparing legal documents and other correspondence (reports; briefs; letters; circular notes; verbal notes etc.) to be issued from the Office of the Secretary-General;
13. Providing any other assistance and support as requested by the Office of the Secretary-General.
14. Assisting the Secretary-General with any other activity needed to attain the Association's goals and objectives.

#### **KNOWLEDGE AND COMPETENCIES:**

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong interpersonal skills;
- Sound knowledge of the laws of Trinidad and Tobago;
- Excellent organisational, planning and time management skills;
- Tact and diplomatic acumen;
- Ability to work independently;
- Strong research, analysis and writing skills;
- Knowledge of International Law and Law related to International Organisations;
- High Level of Integrity and ability to treat confidential information with discretion;
- High degree of professionalism and accountability;
- Ability to plan, organise and supervise the work of support staff;
- Ability to work under pressure in a multi-cultural environment;
- Proficiency in MS Office Suite and Google Workspace.

## **QUALIFICATIONS AND EXPERIENCE:**

- A Post Graduate Degree (Master's degree or equivalent) in fields related to International Relations, International Law, Law or other relevant areas.
- A Bachelor's degree in Law.
- Legal Education Certificate\* or equivalent from a recognised institution.
- Ability to practice law in Trinidad & Tobago.
- Work Experience - At least five (5) years' experience, preferably with experience at International or regional levels in areas such as legal research, dispute resolution as well as working with the privileges and immunities of international organisations; background in anti-money laundering, compliance, or risk management, supported by certifications such as CAMS or ICA will be at an advantage.

\* Certificates acquired at foreign universities MUST be supported by certified transcripts as well as evidence that the completed programme is accredited in Trinidad and Tobago.

## **SUPERVISORY RESPONSIBILITIES:**

The incumbent is responsible for co-ordinating, managing and overseeing the work of support staff.

## **TRAVEL:**

The incumbent may be required to travel in the course of his/her duties.

## **REMUNERATION PACKAGE:**

- Monthly Remuneration: US\$3,830.20 (tax exempted);
- Group Health Insurance for the Professional and dependants (if applicable);
- Annual paid vacation entitlement of 25 working days (2.08 per month);
- Gratuity payment of fourteen (14) percent of annual salary, payable at the end of the contractual period.

## **APPLICATION PROCEDURES:**

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names and contact information of three (3) referees.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

H.E. Noemí Espinoza Madrid  
Secretary-General  
Association of Caribbean States  
5-7 Sweet Briar Road, St. Clair  
PO Box 660, PORT OF SPAIN  
Tel: 868-622-9575  
Fax: 868-622-1653

And be submitted via the ACS' website [www.acs-aec.org](http://www.acs-aec.org) or by email to: [hr@acs-aec.org](mailto:hr@acs-aec.org)

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the outcome of the selection process.