

The Central Bank of Trinidad and Tobago (CBTT) is seeking to recruit outstanding individuals for the role of Paralegal in the Legal, Contract & Corporate Secretariat Services Department

JOB SUMMARY:

Reporting to the Assistant Manager, the incumbents will provide support to the Bank's Legal Counsels in the delivery of legal services through the conduct of legal and factual research, preparation of documents, file maintenance of assigned files and other related duties as directed.

PRINCIPAL ACCOUNTABILITIES:

1. Maintains and manages assigned files ensuring that the filing, folioing, retrieval and copying of files, records and other documents are carried out efficiently on request.
2. Provides support to Legal Counsel in litigation management including assisting Counsel in preparing briefs, drafting memoranda, liaising with external Counsel, arranging meetings, maintaining files and litigation timetables and preparing reports.
3. Performs preliminary work in the preparation of legal opinions, prepares and reviews less complex legal documents (including Mortgage Bills of Sale and contracts).
4. Conducts legal and factual research to assist Legal Counsel in their work.
5. Prepares drafts of Administrative Reports including but not limited to budgets, contingent liabilities, GRC, training, etc.
6. Assists with any project (project planning and reporting) as assigned by the Assistant Manager/Senior Manager, Legal.
7. Compiles all updates, amendments, regulations, by-laws and subsidiary legislation relating to principal laws and statutes.
8. Conducts searches, registers and retrieves documents from the various Courts, tribunals, registries and other authorities and ensures registry accounts are maintained.
9. Arranges for the relevant approval and renewal by the Court/EMA of all licenses on behalf of the Bank, including Theatre and Dance Hall, Special Restaurant and Noise Variation and represents the Bank at hearings for such applications, if required, and arranges for the renewal of annual Law Association subscriptions.
10. Maintains and manages the Department's Law Library and assists in the implementation of the Department's Training Plan and prepares any associated reports.
11. Performs any other related duties as may be required by the Assistant Manager/Senior Manager.

Applicants should possess 5 GCE O' Levels (Grades A-C) or CXC General – Grades I, II and III (as of 1998) (including English Language and Mathematics), Associate Degree which includes Law courses and proficiency in Microsoft Office Suite.

Possession of an LLB and/or project management qualifications are considered assets for the position.

The ideal candidates will have a minimum of 3 years' experience in a relevant environment.

The Bank offers an attractive remuneration package which includes a Group Health Plan, Pension Plan, Employee Savings Plan and other benefits.

If you are confident that you meet the foregoing requirements and wish to be confidentially considered for this opportunity, please email your CV and covering letter to: recruitment@central-bank.org.tt

Kindly address covering letters as follows: Manager, Human Resources, Central Bank of Trinidad & Tobago, Eric Williams Plaza, Independence Square, Port of Spain.

Closing Date: Tuesday, March 31, 2023

*We wish to thank all applicants for their interest.
However, we wish to advise that only short listed candidates will be contacted.*

The Central Bank of Trinidad and Tobago was established by an Act of Parliament on December 12, 1964. At that time it was given the following mandate, which remains its mission statement to this day: "The Bank shall have as its purpose the promotion of such monetary, credit and exchange policies as would foster monetary and financial stability and public confidence and be favourable to the economy of Trinidad and Tobago."

The Central Bank of Trinidad and Tobago is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. Its policies are credible and transparent and inspire confidence in the domestic currency. Its actions foster the growth and development of the economy and improve the well-being of our citizens.