



# **SERVICE COMMISSIONS DEPARTMENT**

## **ADVERTISEMENT OF**

### **VACANCY (Temporary)**

**Temporary vacancy for the office of State Counsel I,  
Office of the Ombudsman**

Applications are invited from suitably qualified persons for appointment to the office of **State Counsel I (Group L7A/L7B), Office of the Ombudsman** on a temporary basis.

Under direct supervision of the Head Legal, the incumbent is required to perform entry level legal professional work and advise the Ombudsman and Investigators on legal matters pertaining to the functioning of their offices or the exercise of their powers as provided for in Acts No. 4 of 1976 and No. 23 of 1977.

#### **Minimum qualifications:**

- *LLB and an LEC- Legal Education Certificate*
- *Admission to practise Law in Trinidad and Tobago*

#### **Minimum Experience:**

- *None required. Officers may be hired as entry level graduates.*
- *Knowledge of the Laws of Trinidad and Tobago*
- *Knowledge of the law and enactments relating to the powers and functions of the Ombudsman*
- *Knowledge of the laws, ordinances and regulations relating to Government Administration*
- *Knowledge of Government procedures and practices*
- *Knowledge of the principles, methods, materials, practices and references utilized in legal research*
- *Knowledge of court procedure and rules of evidence*
- *Knowledge of principles, practices and proceedings*

## **SKILLS**

- *Ability to develop good advocacy skills*
- *Good interpersonal skills both written and oral*
- *Good analytical and reasoning skills*
- *Good negotiation skills*
- *Good human relations skills*
- *Good computer literacy skills*

## **Salary:**

**Group L7A/L7B: \$15,300 - \$16,040/\$11,820 - \$12,310 per month**

For further details persons wishing to apply can access the Advertisement, the Application Form No.Sc-125 and the Job Specification at the Service Commissions Department and on the website at [www.scd.org.tt](http://www.scd.org.tt)

Interested persons must submit their applications no later than **6<sup>th</sup> February, 2018** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza  
52-58 Woodford Street  
Newtown  
Port-of-Spain**

**Or**

**Wilson Road  
Scarborough  
Tobago**

**Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.**

**INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**

**Please see the website for details on:**

- a) Information/documents to be submitted; and**
- b) Applications which are deemed incomplete and unsuitable**