



POSITION TITLE: Legal Advisor

REPORTING TO: Chief Legal Advisor

ORGANIZATION LOCATION: Telecommunications Regulatory Commission (TRC)

OVERVIEW: The Legal Advisor will support the Board and the staff of the Commission with regards to all legal issues relevant to the activities of the Commission while ensuring legal competency in issues relevant to regulation of the telecommunications sector. Reporting will be to the Chief Legal Advisor while working as a key member of the firm's team.

EDUCATIONAL AND EXPERIENCE REQUIRMENTS AND PREFERENCES:

- Have a Bachelor's Degree in law;
- Be a qualified Barrister or Solicitor;
- Have at least four years post qualification experience;
- Have knowledge of/experience in telecommunications law and/or competition law, or a related field

FUNCTIONAL RESPONSIBILITIES:

- Conducting legal analysis and research on various legal matters;
- Providing advice to the Chief Legal Advisor on Commission legal issues, risks and regulatory obligations;
- Assisting the Chief Legal Advisor in implementing the internal corporate compliance programme.
- Drafting, reviewing, editing, interpreting and advising on contracts and other legal documents;
- Assisting the Chief Legal Advisor in managing outside counsel in litigation and other legal matters concerning the Commission;
- Working collaboratively with various Commission departments, as may be applicable, to ensure compliance with the legal duties of the Commission, including

providing legal input into the Commission's financial planning and the reporting process;

- Reviewing telecommunications legislation and recommending to the Chief Legal Advisor such changes, as may be necessary;
- Assisting the Chief Legal Advisor in organising and providing legal training for the staff of the Commission; and
- Other such duties that may be assigned by the Chief Executive Office, from time to time, in accordance with the above duties.

QUALITIES:

- Possess strong initiative, as well as excellent leadership skills;
- Have the ability to manage high volumes of work effectively, prioritise appropriately and deliver under pressure;
- Be able to work independently and collaboratively and exercise discretion in work matters;
- Demonstrate superior interpersonal, verbal and written communications skills;
- Have a good understanding of the internal and external context in which the Commission operates;
- Be a strong team player, with the ability to build relationships with stakeholders and colleagues;

WORKING CONDITIONS:

- Work environment is fast-paced and requires the ability to work under pressure. The general work area is an enclosed air-conditioned office.

Salary will be commensurate with relevant qualifications and experience.

Closing Date: April 24, 2020