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Our client, the Central Bank of Trinidad and Tobago, invites applications for the position of:

Assistant Manager, Legal Department

The Central Bank of Trinidad and Tobago (CBTT) is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. As a knowledge-based institution, CBTT will provide visionary and dynamic leadership while working to position Trinidad and Tobago as the financial centre of the region.

CBTT is seeking to recruit a talented and highly motivated Attorney for the role of Assistant Manager, Legal Department, a position that will play a key role in supporting the Bank's Management. The Legal, Contract and Corporate Secretariat Services Department is responsible for the provision of legal services to the Bank in its roles related to financial stability, monetary policy and internal operations. It also provides corporate secretariat services to the Board of Directors.

The individual should be comfortable working in the dynamic environment in which the Central Bank functions. He/she should possess a sound understanding and appreciation of financial and business issues as the context for the legal assessment and advice provided. The ideal candidate will be forward thinking, able to see the bigger picture and willing to expand his/her knowledge in support of the Bank's evolution in the domestic and financial landscape. He/She must have a 'solutions-oriented perspective' in providing legal advice on Bank issues.

The individual will possess excellent interpersonal and communication skills necessary for clear and effective communication when dealing with various clients, including staff in other Departments, financial institutions, external counsel, and the general public. He/She will be enthusiastic about supervising a team of experienced lawyers, coaching and guiding them in achieving the Department's objectives.

The position reports directly to the Senior Manager of the Department and works closely with the Governor and other members of Senior Management in undertaking its responsibilities.

Key Accountabilities:

- Deliver high quality legal advice on a wide range of issues in support of the Bank's mandate. This can range from compliance matters involving a specific financial institution to broad-based reforms for the domestic financial sector to global standards.
- Manage and provide guidance and direction to a team of experienced attorneys, paralegals and administrative staff; manage performance and recommend training to develop their potential.
- Negotiate, draft and review agreements, deeds, leases and other legal documents.

Key Accountabilities (continued):

- Improve efficiency and effectiveness of the Legal Department by improving work processes and systems to ensure that legal advice and services are provided in a timely and complete manner and risks are proactively managed. Prepare, monitor and manage the Departmental annual Budget and Work Programme, prepare key reports and ensure execution of the Department's strategic projects.
- Assist in the management of the Bank's litigation portfolio and external legal engagements, represent the Bank internally and externally in negotiation, disputes, consultations and other proceedings as required.
- Review legislation affecting the financial system and/or the operations of the Bank and advise on areas of reform; participate in legislative reform and other projects as required.
- Provide corporate secretarial services, as required.

Qualifications and Experience:

- Bachelor of Laws Degree (LLB) (at least Lower Second Class Honours).
- Legal Education Certificate (LEC).
- An attorney-at-law with at least 10 years' experience.
- A proven track record in managing a team of lawyers.
- Possession of a Master's Degree in Business Administration or Law; or Specialist training in finance; or a financial background would be an asset.

Knowledge, Skills and Abilities:

- Knowledge of the legal regulatory framework for financial services.
- Excellent analytical, writing and research skills.
- Strong influencing, time and project management skills.
- Demonstrated communication and interpersonal skills.
- Proven track record of sound leadership and management.

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

Please forward a detailed resume in confidence to:
PricewaterhouseCoopers Limited (PwC) Executive Search
Email: tt_recruitment@pwc.com

Closing date: 30 June 2022



CENTRAL BANK OF
TRINIDAD & TOBAGO