

JOB DESCRIPTION

JOB TITLE:	Legal Officer - Procurement Law (Project)
DEPARTMENT:	Legal
REPORTING TO:	Senior Legal Officer

Summary:

The Legal Officer - Procurement Law (Project) provides legal oversight and assurance for bid and Request for Proposals (RFP) preparation, evaluation, and award processes, ensuring full compliance with the Public Procurement Act of Trinidad and Tobago and established public-sector procurement practice.

Education, Knowledge and Experience

- Bachelor of Laws Degree (LLB)
- Legal Education Certificate
- Admitted to practise as an Attorney at Law in Trinidad and Tobago

- Knowledge of construction law, including the application of standard forms of contract including the FIDIC form of contract, contract management and project management
- Knowledge of procurement law
- In-depth knowledge of laws relative to employer and employee relationship
- Demonstrated fluency with the Public Procurement Act and associated regulations.
- Proven experience advising on major public sector or PPP bid processes, including RFP preparation and evaluation.
- Knowledge of Financial Regulations
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions

- A minimum of 12–20 years’ relevant professional experience in public procurement law

OR

Combination of Equivalent Qualification and Training and Experience

Key Duties & Responsibilities:

Procurement Law Legal Expert (Bid & Evaluation Oversight):

- Advises on the preparation and structuring of bid documents and RFPs for public sector and PPP projects.
- Provides legal oversight of bid evaluations, including compliance checks, clarification processes, and evaluation methodology.
- Supports and validates evaluation committee processes, ensuring fairness, transparency, and defensibility.
- Reviews and contribute to evaluation reports and recommendations for award.
- Advises on determination of preferred bidders and notification of outcomes.
- Provides legal guidance on procurement challenges, complaints, and standstill processes in accordance with applicable legislation.
- Assists with preparation of monthly and/or other reports as required
- Prepares status reports on existing and new contracts
- Conducts research, analyzes and reports on laws and regulations which impact upon the operations of the Corporation including those arising from corporate structures and business models as required.
- Identifies and reports legal issues of concern, often in situations of high risk and assists with development of legal strategies and solutions
- Liaises with Project Management, Finance and or any other internal teams to monitor and ensure performance (milestones /invoicing) in accordance with terms and conditions of contract
- Takes action as necessary where there appears to be non-conformance to the terms and conditions of the contract
- Performs any other duties related to the job function as may be required

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Uses business judgment and legal expertise to deliver appropriate advice in legal matters
- Operates within scope and limits of authority

Key Capabilities

Strategic Perspective: Has an understanding of issues, competitive markets and challenges in the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Workload Management: Ability to contribute to determining measurable goals and objectives; Maintains focus on attaining high levels of performance and achieving results. Plans, prioritizes and organizes time and tasks to meet deadlines. Achieve objectives in an efficient and cost-efficient manner.

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. sets good example, ethical conduct

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

Communication: Has the ability to communicate in a logical and organized manner at all levels in the organization. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

Problem Solving: Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

Personal Attributes: Uses initiative; has the ability to act with minimum supervision; Demonstrates a high level of confidentiality; Has a consistent pattern of satisfactory attendance with strong work ethics.

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Willingness to respond promptly to internal and external needs.

Negotiation: Ability to motivate, influence and convince others to take a particular course of action