



For all life's journeys

Employment Opportunity

We are inviting suitably qualified nationals of Trinidad & Tobago to apply for the following position:

MANAGER LEGAL & COMPANY SECRETARY

The Manager Legal and Company Secretary directs, plans, controls and manages the corporate and legal operations of the company so as to facilitate the achievement of established short, medium and long term objectives, compliance with institutional, regulatory, and governmental requirements and the development of appropriate business strategies and perspectives.

RESPONSIBILITIES INCLUDE:

- Direct, control and manage the operations and staff of the Legal Department and Company Secretariat.
- Develop and update corporate policies, processes and procedures relevant to the Legal and Company Secretary for review by the Company's Board of Directors.
- Manage the relevant institutional/regulatory records effectively and efficiently in keeping with established procedures and guidelines.
- Participate in the development and formulation of appropriate corporate objectives, strategies, plans, policies and procedures for the achievement of the Company's mission and vision.
- Coordinate the provision of the relevant logistical support to ensure that corporate functions are carried out promptly and efficiently.
- Plan and organize the meetings of the Company's Board of Directors and other relevant Committees in accordance with established schedules.
- Co-ordinate the production of minutes of all meetings of the Company's Board of Directors and other specific Committees.
- Ensure that all minutes, reports, presentations and other relevant documents required for meetings are forwarded in a timely manner to Directors and all participants of the scheduled meetings.
- Ensure that all decisions of the Board of Directors are communicated to the appropriate parties in a timely manner.
- Liaise with shareholders, attorneys, and representatives of statutory and regulatory bodies as necessary for the achievement of the Company's corporate objectives.
- Liaise with attorneys on public liability and court matters.
- Prepare contracts, deeds, legal documents and briefs for the company and vet documents or contracts received as necessary.
- Represent the company at meetings and in court proceedings as required and provide briefs and support to the company's attorneys (external) as appropriate.
- Respond to correspondence received from attorneys representing customers or clients and initiate appropriate follow up action as required.
- Provide legal advice to the Board of Directors and its Sub-Committees as necessary.
- Provide legal advice and guidance for the company's management as required to achieve operational objectives.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- Training as evidenced by a recognized degree in Law (LLB) and a Legal Education Certificate (LEC) or equivalent.
- Enrolled to practice in Trinidad and Tobago.
- A Master's Degree in Corporate Law may be an asset.
- At least eight (8) years' experience in a similar or related job function, five (5) or more of which should have been at senior management level.
- Training as Company Secretary would be an asset e.g. Chartered Governance Qualifying Programme (ICSA).
- Skills in the areas of negotiations, effective communication, analytical and critical thinking and the ability to influence others to follow desired courses of action.

If you meet the above requirements, send a complete résumé with cover letter no later than **2023 August 02** to:

<https://www.caribbeanjobs.com/Manager-Legal-Company-Secretary-Contract-Job-164830.aspx?r=1-home-page>

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