For all life's journeys

# Employment Opportunity

**Trinidad & Tobago National Petroleum Marketing Company Limited invites suitably qualified nationals of Trinidad & Tobago to apply for the following position:**

# LEGAL OFFICER (ON CONTRACT)

The Legal Officer (On Contract) is generally accountable for contributing to the efficient and effective day-to-day functioning of the Legal Department by providing legal services including but not limited to the provision of legal advice, legal research, negotiation and drafting of contracts and other legal instruments and agreements.

## RESPONSIBILITIES:

- Provides legal advice to the Company in accordance with applicable law/legal principles.
- Drafts legal documents in accordance with applicable laws, regulations.
- Contributes meaningfully to the day-to-day functioning of the Legal Department in the provision of legal services to the Company.
- Formulates and implements procedures and systems for the effective functioning of the Legal Department.
- Liaises with the other Departments to ensure that the Company's operations and legal arrangements are in accordance with applicable law.
- Conducts/liaises with external Attorneys engaged for the conduct of litigation by and/or against the Company.
- Advises on legal arrangements and/or legal issues as required.
- Arranges for the payment of professional and other fees, duties (including stamp duty) and other charges incurred by the Company in legal matters.
- Responsible for the preparation and initiation of legal briefs.
- Responds to legal related correspondences.
- Performs all duties in conformance with applicable and appropriate safety and security standards.
- Performs any other related duties as directed by the Manager Legal and Company Secretary.

## THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- Legal Education Certification (LEC).
- Bachelor of Laws Degree (LLB).
- 7-8 years' working legal experience after having been called to the Bar.
- Experience working in a State Enterprise and/or Ministry
- Knowledge of procurement laws and the OPR requirements
- Experience in drafting varying types of commercial agreements
- Experience with contract negotiation
- Litigation experience
- Experience in land matters and conveyancing

Or any other equivalent combination of qualification and experience.

- Excellent oral, written and interpersonal communication and organisation skills.
- Strong analytical and research competencies
- Proficiency with Microsoft Office Suite applications.
- Confidentiality and sensitivity.

**Persons who meet the above requirements are invited to email a complete résumé with cover letter no later than 2026 November 03 to:**


**General Manager - Human Resource & HSSE**
**Trinidad & Tobago National Petroleum Marketing Company Limited**
**NP House, National Drive,**
**Sea Lots, Port of Spain**
**email : vacancies@np.co.tt**


**NB: Only suitable applicants will be contacted.**