



## STAFF RECRUITMENT

The Deposit Insurance Corporation  
invites applications to fill the permanent position of:

### LEGAL COUNSEL/CORPORATE SECRETARY

#### Job Summary

the Legal Counsel/Corporate Secretary directs the Legal Department and provides legal guidance, support and make recommendations to ensure execution of the DIC's mandate.

The Legal Counsel/Corporate Secretary is the legal advisor and Corporate Secretary to the Board of Management.

#### Responsibilities/Accountabilities

- **Legal Counsel:**

1. Provides advice to the Board of Management (“the Board”) and the General Manager on all legal matters pertaining to the work of the DIC.
2. Leads or participates in consultation and negotiations with external parties and manages potential litigious activity. Liaises with external counsel, represents staff summoned as witness and holds a watching brief in court matters.
3. Monitors, addresses and advises on matters related to the interpretation/changes of the Central Bank Act, Financial Institutions Act, Companies Act, Insurance Act and other relevant legislation and the regulatory environment *inter alia* as it relates to resolution strategies, liquidations, the winding-up process, and communication with stakeholders.
4. Develops and documents best practices as it relates to liquidation matters and other resolution strategies.
5. Develops and oversees the implementation of policies and procedures for strengthening the framework for the organisation's records management, vital records and archival systems at the DIC.

- **Corporate Secretary**

1. Provides corporate secretarial duties at Board and Committee Meetings and executes all functions relating to the conduct of such meetings including:
  - a. Ensuring good information flows within the board and its committees and between senior management and non-executive directors, as well as facilitating induction and assisting with professional development as required.
  - b. register of members, directors and secretaries, organising board and committee meetings, preparing agendas and taking minutes, collaborating with the Management to prepare Board notes for consideration
  - c. in collaboration with the General Manager, communicating as and when appropriate approvals, policies, decisions and directives of the Board to the Management Team.

2. Ensures that the Board members have access to the proper advice and resources for the discharge of their duties.
  3. Ensures all matters relating to the DIC's corporate governance and statutory obligations are met and are up to date.
- **Administrative**
    1. Plans, directs, supervises and co-ordinates the activities of the staff of the Department.
    2. Drafts budgetary estimates for the Department.
  - Performs any other related duties.

### **Minimum Qualifications and Experience**

- Bachelor of Law Degree from a recognized institution
- LEC (Legal Education Certificate) or equivalent from a recognized institution
- Masters of Law, Masters in Business Administration will be an asset
- ICSA Qualification or equivalent will be an asset
- At least 5 years' experience as an Attorney-At-Law with experience in corporate and/or commercial law.
- Experience in liquidation matters
- Corporate Secretarial experience

### **Knowledge, Skills and Ability**

- Ability to communicate effectively both orally and in writing
- Ability to operate both autonomously to drive a deliverable, as well as to work effectively as part of a team
- Excellent organisational skills
- Excellent Analytical and problem-solving skills
- Proficiency in Microsoft Office

### **Key Contacts**

INTERNAL - All Staff

EXTERNAL- Attorneys-at-Law, Government Departments, Stakeholders, Statutory Authorities, Central Bank of Trinidad and Tobago and members of the Public.

**All applications should be forwarded under confidential cover and addressed as follows:**

**The General Manager**  
The Deposit Insurance Corporation  
19-20 Victoria Square West  
**Port of Spain**  
email address: [rbadree@dictt.org](mailto:rbadree@dictt.org)

**Applications should arrive no later than February 12, 2018.**

**PLEASE NOTE:**

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**