



SERVICE COMMISSIONS DEPARTMENT

ADVERTISEMENT OF VACANCY

**office of State Counsel I (Group L7B/L7A), Inland Revenue Division,
Ministry of Finance**

Applications are invited from suitably qualified persons for appointment to the office of **State Counsel I (Group L7B/L7A), Inland Revenue Division, Ministry of Finance.**

Under direct supervision of higher-level attorneys in the Board of Inland Revenue, the incumbent is required to assist in administering, reviewing, monitoring & ensuring compliance with tax laws and policy through the various tax legislation by performing professional legal and providing legal advice and opinions on tax matters

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications:

- *LLB and a LEC – Legal Education Certificate*
- *Admission to practice Law in Trinidad and Tobago*

Minimum Experience:

- *One (1) year experience as an Attorney-at-Law*
- *Knowledge of the Laws of Trinidad and Tobago*
- *Knowledge of basic Accounting Principles & Practice*
- *Knowledge of Criminal Practice & Procedure*
- *Knowledge of the civil and criminal laws of the country*
- *Knowledge of the legal reference authorities and ability to utilize them in legal research*
- *Knowledge of Court procedures and practices*
- *Knowledge of various types of legislative enactments used in meeting different situations and the procedure involved in giving these the force of law*

SKILLS

- *Good advocacy skills*
- *Good legal drafting skills*
- *Good interpersonal skills*
- *Good communication skills both written and oral*
- *Good analytical and reasoning skills*
- *Good negotiation skills*
- *Good human relations skills*
- *Good computer skills*

Salary:

Group L7B/L7A: \$11,820/\$12,310 - \$15,300/\$16,040 per month

For further details persons wishing to apply can access the Advertisement, the Application Form No.Sc-125 and the Job Specification at the Service Commissions Department and on the website at www.scd.org.tt

Interested persons must submit their applications no later than **5th April, 2019** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Please see the website for details on:

- a) Information/documents to be submitted; and**
- b) Applications which are deemed incomplete and unsuitable**
- c) The Application Checklist**

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE APPLICANT'S ELIGIBILITY