

THE INTEGRITY COMMISSION

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE	Investigator/Legal Officer I
JOB SUMMARY	<p>The incumbent is required to manage and conduct investigations suspected corruption, fraudulent practices and breaches of the Integrity in Public Life Act and the Prevention of Corruption Act, Chapter 11:11 as well as non-compliant declarants.</p> <p>The incumbent is also required to perform professional legal work under supervision. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on matters involving the Integrity Commission. Depending on the assignment, the incumbent may be required to perform some or the full range of the duties of the position.</p>
REPORTS TO	Investigations Administrator or other Designated Officer
SUPERVISION GIVEN TO	N/A
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Conducts investigations as allocated by the Investigations Administrator or other Designated Officer.• Assists in the investigation of possible contravention of offences as well as the Integrity in Public Life Act, Chapter 22:01 and related legislation.• Conducts interviews with potential witnesses and subjects of investigations.• Testifies in Court as required.• Analyses all materials collected and prepares investigative reports for the Investigations Administrator or other Designated Officer.• Liaises with agencies in the Public and Private Sectors as directed.• Assists in performing Court case preparation work such as interviewing witnesses, taking depositions, preparing pre-trial briefs and drafting pleadings for filing.• Represents the Integrity Commission in matters before the Court.• Provides advice on legal matters.• Provides advice by supplying legal authorities based on research.• Drafts legal documents and assists in the drafting of documents including contracts, leases and memorandums of agreements.• Conducts research, interprets laws, rules and regulations, and prepares legal opinions and briefs.• Assists in reviewing existing legislation, rules and regulations related to the Integrity Commission's operations and recommending appropriate amendments.

	<ul style="list-style-type: none"> • Drafts Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters • Copies and collates relevant documents. • Performs other duties as required.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the laws of Trinidad and Tobago. • Knowledge of legal principles, practices and procedures. • Knowledge of legal research methods and techniques. • Knowledge of the Court procedures and practices as well as rules of evidence. • Knowledge of the laws and regulations related to the Integrity Commission's operations. • Knowledge of legal drafting principles and methods. • Knowledge of modern office practices and procedures. • Knowledge of office management principles and techniques. • Excellent writing and reporting skills.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite. • Skills in the use of personal computers. • Skills in drafting legal documents/instruments. • Skills in interviewing. • Ability to use e-Government technology platforms. • Ability to use the internet for research purposes. • Ability to interpret and analyse the law and legal issues. • Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing. • Ability to establish and maintain effective working relationships with fellow employees and members of the public. • Ability to manage matters that are highly confidential and exercise standards of integrity. • Ability to collect records and conduct research during investigations. • Acquisition, maintenance and organisation of a library of databases used in conducting investigations. • Needs to be goal-oriented and self-driven. • Strong moral values and work ethic. • Uses innovative thinking to enhance the execution and analysis of all investigations. • Attention to detail is required to ensure accuracy and completeness of all investigative material. • Good interpersonal and conflict resolution skills, ability to use tact and discretion.
MINIMUM EXPERIENCE AND TRAINING	<ul style="list-style-type: none"> • No experience required. • Prior Experience as an Investigator/Investigating Officer would be considered an asset. • Bachelor of Laws Degree from a recognized institution. • Legal Education Certificate or equivalent from a recognized institution.

	<ul style="list-style-type: none">• A Grade Point Average of 3.5 and above with respect to Degrees awarded would be considered an asset.• Admission to practice Law in Trinidad and Tobago.
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