



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB REFERENCE NO:

JOB TITLE: Senior Crown Counsel – TCIG Representative

MINISTRY: Health and Human Services

DEPARTMENT: Contract Management Unit

LOCATION: Providenciales

JOB SUMMARY:

This professional position has responsibility for providing accurate and timely legal advice to the Contract Performance Management Unit. The Commercial Legal Counsel/TCIG Representative is expected to generate satisfactory results when the legal advice is provided is credible and rarely results in litigation against the government.

KEY DUTIES AND RESPONSIBILITIES:

1. This position is responsible for ensuring compliance with all contracts regarding the provision of Health Services in the TCI.
2. Must have proficient knowledge and understanding of the major Health Care contracts.
3. General advice pertaining to legal implications of clinical service delivery, policy or procedures and health laws in the TCI.
4. Provide advice on claims, complaints or litigation involving health care and services.
5. Representing the Ministry of Health in relation to complaints and procedures with regulatory authorities.
6. Work with the Attorney General Chambers on litigious matters involving the Ministry of Health.
7. Drafts legal opinions for the Ministry of Health on matters concerning health care and delivery of services.
8. Drafting health care and services agreements.
9. Responds to legal queries made by government departments.
10. Provides legal advice to Ministry of Health on contract matters
11. Monitors all work done in the respective Division.
12. Conducts seminars and train personnel in government departments on legal issues regarding Health Care and Services.
13. Assists in the development of new legislation and the review or amendment of old legislations.
14. Adheres to all Public Service Codes, Rules and Regulations.
15. Other related tasks as assigned.





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in Law or equivalent. Applicant should possess a Legal Professional Certificate or equivalent as well as specialized training in legal issues and criminal law, commercial law, civil law and/or legislative drafting.
- Applicant must be called to the bar in the Turks and Caicos Islands or another Commonwealth Jurisdiction.
- A minimum of ten (10) years' experience on the job in a related field or in the area of Contract Management.

SALARY: Grade 9 \$75,363.00 per annum plus allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted."

