



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: SENIOR PARLIAMENTARY COUNSEL

MINISTRY: ATTORNEY GENERAL'S CHAMBERS

LOCATION: THE JOB IS BASED IN GRAND TURK BUT AT THE DISCRETION OF THE TCI PUBLIC SERVICE, IT MAY BE RELOCATED TO ANOTHER PART OF TCI.

JOB SUMMARY:

This professional position has system wide responsibility for translating the policies of the Government and statutory bodies into clear and effective legislation and providing accurate legal advice to the Government. The Senior Parliamentary Counsel is expected to generate satisfactory results when bills and secondary legislation are enacted by the Parliament and legal instruments are completed; government officers are trained on the legal principles of respective legislation, to prepare drafting instructions and on basic legal issues relevant to their functions.

KEY DUTIES AND RESPONSIBILITIES:

This position has departmental and governmental accountability for:-

1. Draft primary and subsidiary legislation.
2. Assist with the preparation of instructions for the drafting of primary and secondary legislation.
3. Advise on Bills throughout the legislative process.
4. Maintain legislative files.
5. Maintain database of laws of the Turks and Caicos Islands and prepare revised laws as necessary.
6. Prepare for publication an annual volume of primary and subsidiary legislation enacted during the previous year.
7. Draft opinions on statutory interpretation and constitutional and administrative law issues.
8. Provide legal advice to all government departments
9. Maintain Chambers' law library under the supervision of the Chief Parliamentary Counsel.
10. Assist in the law revision process.
11. Supervise junior staff.
12. Adhere to all Public Service codes, rules and regulations.





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13. Other duties as may be directed by the Deputy Attorney General or Attorney General from time to time.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications: This position requires a Bachelor of Laws or its equivalent and post graduate qualifications and/or specialized training in legislative drafting.

In addition to a Bachelor of Laws degree, the position requires that the job holder possess a Legal Profession Certificate or its equivalent as well as specialized training in legislative drafting. The job holder must be qualified and eligible to practice law in a Commonwealth Law Jurisdiction or the Republic of Ireland.

Experience: This position requires –

- at least seven (7) years on the job experience, to acquire the necessary competencies to effectively respond to the challenges of the functions.
- at least five (5) years' working experience in legislative drafting preferably in Commonwealth countries using the Westminster model parliamentary democracy would be an advantage.

The areas of experience should include but not limited to:

- Drafting legal instruments
- Drafting bills and secondary legislation
- Parliamentary procedure
- Basic accounting principles/management and public administration
- Law Reform
- Law Revision

The industry experience most appropriate for the job holder includes:-

- Law practices
- The court system
- Public Law and Public Service

SALARY: Grade 10.3 - \$91,823.00 per annum

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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.





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