



Financial Services Regulatory Commission

VACANCY NOTICE

Applications are invited from suitable, eligible and qualified candidates for the position of **Attorney-at-Law/ Legal Officer**.

Job Summary: The Attorney-at-Law / Legal Officer will provide legal representation, advice, interpretation and opinions to and on behalf of the Financial Services Regulatory Commission (“Commission”).

Duties and Responsibilities:

- Conducts researches and reviews existing legislation and recommends appropriate amendments.
- Provides advice on the legal impact of regulatory and supervisory policies of the Commission.
- Researches and prepares legal opinions for the Commission.
- Prepares and vets legal documents including contracts and financial documents.
- Manages the Legal and Research Department within the Commission.
- Liaises with and provides briefs to the Ministries of Government, statutory authorities and any other person as directed by the Chief Executive Officer and/or Board of Directors with regard to the conduct of legal matters affecting the Commission.
- Represents the Commission at Meetings, Conferences or Workshops as directed by the Chief Executive Officer.
- Represent the Commission in Courts of law or Tribunals where necessary.
- To act as Secretary to the Management Committee.

Knowledge, Skills and Responsibilities:

- Negotiation, mediation and arbitration skills.
- Excellent interpersonal and communication skills.
- Ability to write clearly, concisely and in an organized manner with conclusions fully supported by appropriate facts and analysis.
- Ability to effectively utilize the principles, methods, materials, practices and references in legal research.
- Sound understanding of the Commission's operations, rules and regulations.
- Considerable knowledge of the laws of the Antigua and Barbuda and in particular the regulatory laws administered by the Financial Services Regulatory Commission.
- Sound knowledge of the procedures and practices of the Eastern Caribbean Supreme Court and the Industrial Court of Antigua and Barbuda.
- Ability to exercise initiative and independent judgment.

Minimum Experience and Training:

- Qualified to practice as an Attorney-at-Law in the jurisdiction of Antigua and Barbuda as evidenced by the professional certification required by law.
- At least eight (8) years' experience in the practice of law.
- Knowledge and work experience in any of the following or combination of the same:
 - i. financial law (with a focus on international banking, insurance and other non-banking institutions);
 - ii. public/administrative law;
 - iii. employment/labour law; and
 - iv. Legislative drafting.
 - v. 2-3 years management or supervisory experience will be an asset;

Applications should be submitted by May 15th 2019 to: kevin.williams@fsrc.gov.ag or the Director of Operations, P O Box 2674, Royal Palm Place, Friars Hill Road, St. John's Antigua.
Only suitable qualified applications will be acknowledged.