

	<p>The Guyana Lands and Surveys Commission Invites Applicants to fill the undermentioned position of: -</p>
Job Title	Legal Counsel
Division	Legal Division
Location	Head Office, 22 Upper Hadfield Street, Durban Backlands, Georgetown.
Band	5
Main Responsibilities	<ul style="list-style-type: none"> ▪ To appear in all Courts and before other Tribunals on behalf of the Commission. ▪ To provide advice on legal issues related to the administration, interpretation and enforcement of laws pertinent to the Commission's operations. ▪ To draft legal opinions and legal documents such as contracts and licenses. ▪ To draft legal pleadings for filing in Court. ▪ To review legal documents for completeness and accuracy. ▪ To research and analyse legal matters/issues. ▪ To performs other related work as necessary.
Working and reporting relationships	<p>Reports directly to: Head of the Legal Division.</p> <p>Other working relationships (Internal): Commissioner, Deputy Commissioner, Managers of All Other Divisions and Staff.</p> <p>Other working relationships (External): Members of the Public, Government Agencies and Ministries.</p>
Job specifications	<p>Qualifications</p> <p>Bachelor Degree of Laws (LLB)</p> <p>Legal Education Certificate (LEC)</p>

	<p>Experience:</p> <p>Admitted Attorney-at-Law with at least two (2) years standing.</p> <p>Experience in drafting, negotiating and reviewing legal documents.</p> <p>Knowledge:</p> <ul style="list-style-type: none">▪ Working knowledge and understanding of the Laws of Guyana, particularly those relevant to the operations of the Commission.▪ Working knowledge of the Court's procedures, practices and rules of evidence.▪ Working knowledge of legal drafting principles and practices, legal research skills and techniques. <p>Skills and Abilities:</p> <ul style="list-style-type: none">▪ Analytical thinker with strong conceptual and research skills.▪ Ability to work independently and as part of a team.▪ Good interpersonal, communication and public speaking skills.▪ Good time management and organizational skills▪ Proficiency in the use of Microsoft Office Suite.▪ Ability to maintain confidentiality.▪ Ability to use the internet for research purposes.
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