



Ministry of Finance, National Planning and Trade

Job Description

POST TITLE:	Legal Advisor
DIVISION:	Office of the Secretary of State
SALARY:	B7
RESPONSIBLE TO:	Secretary of State

Main Duties:

- Provide legal advice to the Ministry of Finance, National Planning & Trade on matters pertaining to international organizations.
- Advise and prepare position documents relating to bilateral and/or multilateral agreements with international partners.
- Advise on proposed legislation pertaining to the Ministry of Finance, National Planning & Trade.
- Act as focal point on legal matters between the Ministry of Finance, National Planning & Trade and other Government organizations.
- Act as focal point in the enforcement of the Trades Tax Regulations, as amended.
- Coordinate and ensure follow-up of business and correspondence between the Ministry of Finance, National Planning & Trade and the Attorney-General's Chambers.
- Draft proposals and liaise with the Attorney-General's Chambers for new regulations as directed.
- Provide legal assistance to different divisions/sections within the Ministry of Finance, National Planning & Trade.
- Carry out legal research for the Department.
- Supervise any staff attached to the office of the Legal Adviser.
- Represent the Ministry of Finance, National Planning & Trade on any committee and when required.
- Undertake and execute any other related duties assigned by the Secretary of State.

Minimum Qualification and Experience:

University Degree in Law or equivalent qualification + 5/6 years work experience as Lawyer or relevant working experience.

Interpersonal skills:

- Must possess good interpersonal and excellent communication skills.
- Excellent organizational and planning skills, time management skills and multitasking.
- Ability to manage personnel.
- Able to work well under pressure.

Salary: Competitive salary dependent on experience

Interested candidates should forward an updated CV with a cover letter, certificates, references and passport photo to:

**The Human Resource Section
Ministry of Finance National Planning and Trade
Liberty House
P O Box 313
Or
hr@finance.gov.sc**

Closing date: Friday 23 February 2024 only shortlisted candidates will be invited for interview. For further enquiries please contact 4382068.