



JOB DESCRIPTION

Job Title: Legal Officer

Unit: Legal & Enforcement

Term of Appointment: Contract

Job Summary:

The Legal Officer (LO) will provide support to the Legal and Enforcement Department (LED) of the International Financial Services Commission (the "Commission") in the execution of duties for which the Department has direct charge. The LO must display the attributes and values of the Commission and provide support to the ED, Director General (DG), and all other departments in the preparation of legal advice, and legal opinions, as necessary. The LO will assist in preparing legal actions as necessary for the Commission and must be familiar with company and corporate law. In addition to liaising and engaging all stakeholders pertinent to the execution of his/her functions, the LO will be supporting the Commission in the development and/or amendments of legislation and other documents pertinent to the legislative and regulatory framework.

Principal Duties & Responsibilities:

General:

- Liaise with Attorney General's Ministry on issues pertaining to the drafting of legislation and all other relevant legal matters;
- Instruct and coordinate outside counsel representation, as required from time to time;
- Provide training on relevant legislative and legal developments that directly impact the operations of the IFSC and the regulation/supervision of licensees of the Commission;
- Assist the DG with assessing the consequences of changes in International standards to the international financial services sector in Belize;
- Assist in the monitoring of development of international standards of financial regulation by global financial reporting standard setters and oversight bodies and responses to such developments by other jurisdictions; and,
- Participate in cross functional teams, committees, and units of the IFSC and provide relevant legal advice and support and represent the IFSC at internal and external meetings and conferences.

Legal and Enforcement Functions:

- Draft legislation, regulation and necessary amendments;
- Provide legal and policy advice to the DG, IFSC Departments, IMMARBE, BICAR, BCCAR, and BHSFU;
- Review legislation affecting the financial system and/or the operations of the IFSC;
- Advise on areas of reform, and take part in legislative reform projects;

- Prepare and vet all legal documents on behalf of the IFSC, this includes reviewing and negotiating a wide range of contracts and agreements as may be required;
- Coordinate and prepare responses to EOIRs in compliance with Belize's obligations under various international conventions and/or agreements.
- Conduct the necessary research, give guidance, and give counsel on legal questions and issues related to the affairs of the IFSC to make sure that the IFSC is acting in accordance with applicable laws;
- Assist in policy development across the technical areas of IFSC in relation to developments on the international regulatory agenda and strategic threats;
- Support the technical areas in respect of the introduction or amendment of legislation, rules, guidance notes, policies and procedures relevant to the work undertaken by IFSC;
- To support changes and improvement in required changes to policies, procedures, and working environment.

Other:

- Any other duties or responsibilities as may be needed from time in time in context with the job and in relation to the work of the Commission or function.

Education/Working Experience:

Education:

- Bachelor of Laws Degree (L.L.B) and Legal Education Certificate (L.E.C.).

Experience:

- At least 2-3 years' experience as a practising attorney with specialization in legal drafting (preferred);
- Knowledge and experience in company and corporate law.

Knowledge, Skills, Abilities and Behaviours:

Fundamental Competencies:

Computer, Written and Oral Skills:

- To use computer equipment, systems, and software applications such as Microsoft Office and /or other reporting and information management systems;
- Ability to generate technical reports; as required. Ability to collect and analyse data;
- To communicate clearly and concisely, both orally; and in writing;

Technical Skills:

- Expert knowledge of the processes for the execution of legal actions applicable to enforcement and compliance matters;
- Expert knowledge of IFSC's legislative scheme as well as the sector related laws;
- Ability to share knowledge and expertise whenever required through training or mentoring;

- To provide guidance and address legal queries;
- To research and articulate recommendations as required.

Professional, Initiative, Networking and Time Management Skills:

- A high degree of professional ethics and integrity;
- To work independently and strive to improve one's own performance;
- To operate in a cross-functional manner between and among various departments, and with external stakeholders;
- Ability to develop, maintain, or strengthen partnerships with others inside and outside of the organization who can provide information, assistance, and support;
- To take responsibility to update professional and technical knowledge and develop an understanding of regulatory laws, rules, codes, and guidance;
- Ability to be proactive in identifying and establishing professional networks.

Time Management Skills:

- To complete all work promptly, to a high standard and provide both positive and constructive input;
- Ability to work effectively and efficiently in multiple tasks.

Supervisory Responsibilities:

Responsible for Supervising Senior Enforcement Officer, Enforcement Officer and Enforcement Clerk in the absence of the Department Head, Legal and Enforcement.

Working Environment:

Safe working environment with a highly motivated and skilled workforce who operate under the ethos of our core values of integrity, accountability, adaptability, service oriented and reliability.