

## **GUYANA WATER INC.**

### **JOB DESCRIPTION**

<b>Job Number</b>	CS - 003
<b>Job Title:</b>	Legal/Litigation Officer
<b>Location:</b>	Head Office
<b>Department:</b>	Corporate Services
<b>Reports to:</b>	Director, Corporate Services
<b>Supervises:</b>	Legal Clerk
<b>Liaises with:</b>	Chief Executive, Executive Directors, Managers
<b>Scope of Duty:</b>	The Legal/Litigation Officer will work in close collaboration with the Director, Corporate Services, liaising on a daily basis on a variety matters with respect to litigation or other contentious issues facing the company. The Legal/Litigation Officer carries out day-to-day work independently in accordance with the established policies and procedures with limited supervision. The Legal/Litigation Officer and the supervisor will discuss performance against the established work plan regularly.

#### **Main Duties and Responsibilities**

- In conjunction with the Director of Corporate Services, represent the company in all litigation matters before the courts of Guyana.
- Provide legal representation, advice and guidance on all matters subject to adjudication and/or arbitration or under any other form of alternative dispute resolution.
- Provide budgetary input to support systematically planned programs of legal action or defences.
- Prepare demand letters, notices and such other legal documents required under agreements executed with the company, initiate and follow-up legal action on the company's debt recoveries in collaboration with the Director of Corporate Services.

- Liaise with departments within the company, when necessary, to advise on matters relating to the Water & Sewerage Act and such other matters that may potentially result in litigation.
- Serve as liaison with selected outside legal firms and attorneys (where necessary)
- To assist in the preparation of pleadings, affidavits or other documents pertaining to any court action.
- To provide legal opinions and advise management on legal issues that may arise from time to time.
- Represent the Director at meetings, as required, and undertake other related duties as required.
- Be a member of disciplinary panels, if requested or provide advice on the outcome of disciplinary proceedings, if necessary

### **Qualification and Experience**

- A University degree in Law
- Admitted to the Bar in Guyana with at least two (2) year experience in private practice or litigation with a corporate entity.

### **Competencies**

- Excellent interpersonal skills
- Excellent organisational and analytical skills
- Good computer skills
- Excellent communication skills both oral and written
- Resourcefulness, initiative and maturity of judgment