

**VACANCY NOTICE 001/2023**  
**PARALEGAL**



The Telecommunications Regulatory Commission (the *Commission*) seeks to employ an experienced Paralegal to support the Legal Department as it pertains to all record keeping and preparation of legal documents relevant to the activities of the Commission. In keeping with the legal objectives of the Commission, specific issues that will require the assistance of the paralegal will include researching, gathering, and organizing various documents. In addition, the Paralegal will be responsible for investigating, fact-checking, and drafting legal documents and instruments.

**Primary Responsibilities:**

For the successful candidate, the role of Paralegal of the Commission offers an opportunity to: -

1. Assist in ensuring that the Legal Department functions within the established guidelines and operating efficiencies by:
  - Organising and maintaining all legal records in an efficient filing system at the Commission.
  - Maintaining an accurate database of all pending or threatened litigation.
  - Performing all aspects of administrative preparation for legal matters, particularly litigation, including attendance at court appearances to take notes, and drafting of court documents (e.g., applications, affidavits, etc.), as may be necessary.
  - Undertaking legal research, analysing information, and constructing legal reports.
  - Writing first drafts of correspondence, legal documents, policies, reports (including Board reports), and minutes of meetings, and proofreading/formatting final drafts, ensuring accuracy, clarity, and confidentiality.
  - Keeping up to date with legislative, regulatory, and industry-related developments, changes, and trends and providing guidance notes to the Commission Legal Department, as applicable.
2. Provide support to the Chief Legal Advisor when providing high-quality legal advice to the Chief Executive Officer and the Commission senior management team on legal matters.
3. Assist with managing special legal projects when required.
4. Assist with the preparation of legal documents for Board Meetings and Senior Management discussions.

**Requirements: -**

- Be highly organized and understand the importance of deadlines.
- Be highly trustworthy, discreet and use good judgment.
- Exceptional word processing and record management skills.
- Excellent research and analytical skills; and
- Proficiency in Microsoft Office applications, especially Microsoft Word.

**Minimum Qualifications: -**

- A Paralegal degree from an accredited institution, a law degree from an accredited institution, or a diploma in law or legal certificate; and
- Two years of hands-on experience as a Paralegal

**Salary:** Commensurate based on skills and experience

**Terms:** 2 years Contract – BVI Islanders or Belongers Preferred

**Closing date:** September 22, 2023

**Please send your resume to:**  
Human Resources – Ref: Paralegal  
Telecommunications Regulatory Commission  
P.O. Box 4401  
Road Town, Tortola  
British Virgin Islands VG 1110  
or email [hr@trc.vg](mailto:hr@trc.vg)