VACANCY NOTICE 003/2025
LEGAL ADVISOR

The Telecommunications Regulatory Commission (the *Commission*) seeks to employ an experienced Legal Advisor to support the Legal Department as it pertains to all record keeping and preparation of legal documents relevant to the activities of the Commission. The Legal Advisor works under the supervision of the Chief Legal Advisor (CLA) and is responsible for providing legal support to the Telecommunications Regulatory Commission (TRC) on matters relating to telecommunications, competition, consumer protection and regulatory law.

The Legal Advisor assists the CLA in ensuring the efficient and effective delivery of legal services across the TRC and also supervises the work of the Paralegal. The Legal Advisor carries out designated functions of the CLA in their absence, as assigned, ensuring continuity of legal operations.

Primary Responsibilities:

1. Legal and Advisory Functions:
   - Provide legal advice, under the direction of the Chief Legal Advisor, to the Chief Executive Officer, management, and staff on various legal issues.
   - Draft, review, and interpret legal documents, contracts, statutory instruments, regulations, policies, and procedures.
   - Support the Chief Legal Advisor in investigations into possible infringements of the Telecommunications Act, licences, and other legal instruments.
   - Assist in the preparation and review of documents for Board and senior management consideration.

2. Regulatory and Enforcement Responsibilities:
   - Participate in the resolution of disputes between licensees.
   - Provide legal support for enforcement actions and support the implementation of enforcement procedures, ensuring compliance with statutory requirements.
   - Draft or review enforcement notices, directives, and orders as required
   - Undertake research and prepare legal opinions on, amongst others, regulatory and competition law issues.

3. Supervisory Responsibilities:
   - Oversee the day-to-day workflow of the Paralegal and provide guidance in carrying out legal research, document drafting, and other duties.
   - Review and provide constructive performance feedback, in consultation with the Chief Legal Advisor, on work prepared by the Paralegal.
   - Ensure the Paralegal is effectively contributing to the work of the Legal Department.

4. Operational and Project Support:
   - Assist with the development and implementation of legal-related projects in line with TRC's project management framework.
   - Contribute to the preparation of the TRC's organisation documents and departmental reports.
   - Assist in monitoring departmental deadlines to ensure timely delivery of legal work products.
   - Maintain confidentiality of all TRC information and matters handled within the Legal Department.

OTHER DUTIES

Generally, the incumbent is expected to make decisions and provide solutions to problems within authority delegated by management. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities, and activities may be added or changed at any time with or without notice.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Degree in Law and admitted to practice in the British Virgin Islands.
- At least 3–5 years' post-qualification experience in telecommunications, competition, regulatory, or administrative law.
- Strong legal drafting and analytical skills.
- Proficient with Microsoft Office, specifically Outlook, Word, and Excel.
- Excellent written and verbal communication skills.
- Ability to work independently while contributing effectively to a team.
- Demonstrated ability to supervise junior staff, experience in mentoring or supervising legal support staff preferred.
- Capacity to work well under pressure and meet tight deadlines.

Salary: Commensurate based on skills and experience

Terms: 1 year Contract – BVIslanders or Belongers Preferred

Closing date: December 05, 2025

Please send your resume to:
Human Resources – Ref: Legal Advisor
Telecommunications Regulatory Commission
P.O. Box 4401
Road Town, Tortola
British Virgin Islands VG 1110
or email hr@trc.vg