



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

LEGAL OFFICER 1 OFFICE OF THE PRO VICE-CHANCELLOR AND PRINCIPAL

Applications are invited for the post of **Legal Officer I**, Trinidad and Tobago at The UWI Global Campus, Office of the Pro Vice-Chancellor and Principal. The **Legal Officer 1** will provide professional legal support, advice, and services to The UWI Global Campus, its subsidiaries and affiliates, across the legal, governance, compliance, and strategic functions of the Campus Legal Office.

Working under the general direction of the Campus Legal Officer, the role assists with, or takes the lead on, legal matters that come to the Campus Legal Office, including substantive legal research and advisory work; the drafting and review of contracts and other legal instruments; litigation and disciplinary matter support; and the development of legal policies, forms, and templates.

In parallel, the role provides structured operational legal support to the Office, including the coordination of legal workflows; contract and matter tracking; compliance support; and the maintenance of the Office's systems, records, and documentation. Taken together, these responsibilities help sustain a well-structured Campus Legal Office and ensure the timely, accurate, and confidential delivery of legal, governance, and regulatory services.

QUALIFICATIONS/EXPERIENCE

- A Bachelor of Laws (LL.B.) degree, supported by completion of the Legal Education Certificate (LEC) or Legal Practice Course (LPC).
- A relevant postgraduate qualification, particularly in Corporate and Commercial law would be an asset.
- Admitted and registered to practice law in any of the countries which The UWI Global Campus serves or maintains a presence.

- One (1) to three (3) years' practical legal experience, preferably within a corporate environment, higher education institution, or comparable regulated or professional services setting.
- Demonstrated experience in legal drafting, contract review and management, compliance support, and/or governance processes, or the proven ability to perform these functions at a professional level.
- A high level of proficiency in the use of standard office productivity software (Word, Excel, PowerPoint, Outlook) and document/matter management systems.
- Exposure to litigation practice and procedure in the High Court, Court of Appeal, Industrial Court and/or Tribunals would be an asset.
- Experience working in human resource management or on employment-related matters would be an asset.
- Experience within the higher education sector would be an asset.

KEY COMPETENCIES/SKILLS

- Excellent oral and written communication skills, with the ability to present and explain statements of fact and law clearly, logically, and persuasively.
- Strong legal research, drafting, and analytical skills, with the ability to interpret legislation, case law, and institutional instruments, and to make sound, well-reasoned recommendations.
- Strong organisational and time-management skills, with the ability to prioritise competing demands and consistently meet deadlines.
- Strong interpersonal and stakeholder engagement skills, demonstrating diplomacy, responsiveness, and professionalism.
- High level of discretion, integrity, and professionalism in managing confidential and sensitive legal and institutional information.
- Ability to coordinate legal workflows and office operations efficiently, while exercising sound legal judgment when supporting substantive, governance, and compliance matters.
- Ability to work both independently and as part of a team in a dynamic and demanding environment, including face-to-face and virtual settings.
- Analytical aptitude and meticulous attention to detail, particularly in reviewing legal documentation and compliance-related materials.

- Accountability and reliability in the timely delivery of legal, governance, and compliance-related outputs.
- Initiative and innovation in problem-solving, including in proposing changes to existing legal instruments, policies, processes, or workflows to improve institutional effectiveness and efficiency.

JOB RESPONSIBILITIES

Under the general direction of the Campus Legal Officer, the Legal Officer I shall be expected to support the legal, governance, compliance, and operational work of the Campus Legal Office, in accordance with established internal procedures, including the following:

- Work closely with the Campus Legal Officer to advance the legal, governance, and compliance objectives of The UWI Global Campus, its subsidiaries and affiliates.
- Satisfactorily address general legal queries raised by staff, students (where applicable, through the Guild of Students), and other University stakeholders.
- Conduct detailed legal research and preparing legal advice and opinions on the wide range of complex issues and matters that impact and concern the Global Campus and its stakeholders.
- Provide guidance and support to the Legal Claims/Litigation Management process, including (but not limited to) preparing draft responses to Pre-Action Protocol letters and legal claims issued against the Campus/University; briefing external Counsel in litigation matters; and attending Court hearings as the client representative as assigned by the Campus Legal Officer.
- Provide guidance and support on student/staff disciplinary and misconduct matters as assigned by the Campus Legal Officer.
- Provide guidance and support to the review and development of existing and new Policies of the University, at both the Campus level and the University level.
- Provide document support including drafting, proofreading, formatting, and version control of legal and governance documents, ensuring accuracy, completeness, and timely submission.
- Prepare accurate and confidential minutes for meetings chaired by the Campus Legal Officer, internal legal team meetings, and cross-departmental engagements.
- Draft and review contracts, agreements, and other legal documentation between the University and third parties, to ensure that such documentation adequately protects the University's interests.

- Draft, review, and develop legal forms, templates, and other forms of legal documentation for the University's use and ease of business.
- Draft and review legal correspondence on behalf of the University and its stakeholders, where necessary.
- Assist with the interpretation, review, and development of the University's Statutes and Ordinances, Rules and Regulations.
- Assist the Campus Legal Officer with legal and compliance initiatives that add value to the University and improve its procedures, processes, and general ways of doing business.
- Assist the Campus Legal Officer with training and sensitization initiatives for the benefit of staff, students, and other University stakeholders.
- Assist with the preparation, maintenance, and updating of compliance registers, policy trackers, and governance calendars.
- Assist with special projects or institutional initiatives, including policy support, reporting, or coordination of legal-adjacent tasks.
- Assist with the preparation of the Office's periodic reports and Memorandum of Estimates.
- Coordinate the execution, filing, and tracking of legal agreements, MOUs, contracts, and other institutional documents.
- Maintain contract and matter lifecycle tracking tools, including monitoring execution status, renewal dates, compliance obligations, and reporting requirements.
- Maintain and update legal files, databases, and document management systems (physical and electronic), ensuring confidentiality, integrity, and ease of retrieval.
- Liaise with internal departments and external stakeholders on matters requiring legal input, compliance clarification, or coordination.
- Support the Campus Legal Officer in compliance-related functions, including monitoring adherence to legal, regulatory, and governance obligations applicable to the Global Campus and affiliated entities.
- Collect, examine, and organize evidence, records, and legal documentation for review, audit response, or case preparation.
- Track requests for legal services and assisting in prioritizing matters, including preparing matter summaries, timelines, and status updates for review by the Campus Legal Officer.

- Monitor and manage legal correspondence directed to the Office, including assessing urgency, escalating issues appropriately, and ensuring timely responses.
- Undertake any other related duties that may be assigned by the Campus Legal Officer, consistent with the level of appointment.

TENURE

- Appointment will be for three (3) years in the first instance.

SALARY RANGE

- Assistant Lecturer Level: TTD \$16,434.00 - \$17,620.00 per month.
- Placement will depend on qualifications and experience.

**Applications should be made via
The UWI Global Campus, Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 17, 2026

We thank all interested applicants; however, only shortlisted candidates will be contacted.

PARTICULARS

LEGAL OFFICER 1 OFFICE OF THE PRO VICE-CHANCELLOR AND PRINCIPAL

GENERAL

1. The University of the West Indies, Global Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Kitts & Nevis
Belize	St. Lucia
Bermuda (virtual only)	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad &
The Cayman Islands	Tobago
The Commonwealth of Dominica	Turks & Caicos Islands

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution, offering teaching by distance education as well as face-to-face. The University has five campuses; Mona in Jamaica, St Augustine in Trinidad and Tobago, Cave Hill in Barbados, Five Islands in Antigua and Global Campus, which has 40 education centres in 16 English-speaking countries.
3. The UWI on-campus student population is currently over 50,000 full-time equivalent students. The current Global Campus student population is over 20,000 and the Global Campus is aggressively developing new programmes to increase student enrollment.

UWI GLOBAL CAMPUS

4. The UWI Global Campus works with faculty on the four brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean, to design, develop and deliver quality programmes by distance, blended and face-to-face, to meet the academic and professional development needs of the people of the Caribbean.

CATEGORY

5. This position is in the Professional Category.

6. The initial appointment would be at the Assistant Lecturer Level.

WORK LOCATION

7. This position will be physically located in Trinidad and Tobago.

WORK ENVIRONMENT

8. Must be able to work as a member of a team in face-to-face and virtual environments.
9. Will live and work in one country and collaborate with others located across the region and internationally.
10. Will work in an environment, which is student-centered, team-oriented, and focused on the effective and efficient operation of the staff members.

REPORTING

11. The Legal Officer I reports to the Campus Legal Officer.

TENURE

12. Appointment will be for three (3) years in the first instance.