

VACANCY



MINISTRY OF NATURAL RESOURCES GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE (GYEITI) NATIONAL SECRETARIAT

POSITION

GYEITI - Legal Officer - Research Analyst

Overview

The Legal Officer / Research Analyst will perform duties as a legal officer, research analyst within the category of work related to the Laws, Acts, Regulations and other matter associated with the operations of the extractive industries. The Legal officer must be acquainted with Regulatory affairs, contract compliance and act as a link between the GYEITI National Secretariat, companies, civil society and regulatory authorities, ensuring that documents are collected, compiled, analyzed, systemized and distributed in compliance with appropriate legislation and the requirements of GYEITI and the current EITI Standard. The Legal Officer will provide assistance during the preparation of the GYEITI reports as required by the EITI Standard.

The position offers opportunities for extensive research in legislative and regulatory reforms, international law, environmental law, constitutional law, business and contract law, and other related fields.

Qualifications and training

Law Degree, LLM and five (5) Years work experience in Legal Office

Legal Officer – Research Analyst / Legislative and Regulatory affairs officer will ensure that the work, public statements, presentations and other documents issued and used by the GYEITI Secretariat and GYEITI Multi-stakeholder Group (MSG) are in compliance with the constitutional and legal requirements and satisfy the EITI Principles and Requirements.

Proven skills and training in legal research required. Work experience in legal office environment is important.

Must be computer savvy. Knowledge and ability to use software associated with legal work, research and analysis.

Solid knowledge of Legislative and Regulatory systems in Guyana.

Familiarity with local legal, judicial and regulatory practices in Guyana

Key duties of the job include:

- studying scientific and legal documents
- gathering, evaluating, organizing, managing and collating information in a variety of formats
- ensuring compliance with regulations set by the EITI, GYEITI and MSG
- maintaining familiarity with EITI related documents and functionalities
- planning, undertaking and overseeing legislative and regulatory framework for the successful implementation of EITI in Guyana
- keeping up to date with changes in regulatory legislation and guidelines
- analyzing complicated information, including legal, finance and accounting data
- offering advice about company policies, practices and systems

- obtaining permission for release of sensitive documents and requisition for documents from government agencies and business records relevant to the EITI processes
- outlining requirements for recording, labelling, storage and handling of confidential data and contextual information
- using a variety of specialist computer applications
- liaising and negotiating with regulatory authorities
- providing advice about regulations to independent administrator / GYEITI National Secretariat / MSG
- writing comprehensible, user-friendly, clear legal information leaflets and statements
- ensuring that quality standards are met and submissions meet strict deadlines
- collecting, reviewing and preparing documentation

Key skills

- Research and Analysis
- Conversant with frequently used computer software and equipment
- Time management. Problem-solving. Presentation skills
- Excellent Interpersonal and Communication skills

Must have a thorough understanding of the peculiarities of the extractive industries and related legal framework.