

**JOB TITLE:** LEGAL ASSISTANT

**REPORT TO:** SECRETARY

**ORGANISATION:** OFFICE OF THE INTEGRITY COMMISSION

**DATE:** 2026.06.18

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**OVERALL RESPONSIBILITY:** To provide support in administrative, legal and compliance matters to the Integrity Commission as assigned and as required.

**KEY OUTPUTS:**

- Conduct legal research and provide legal advice, opinions, and recommendations on matters arising under the Integrity Commission Act, including complaints, declarations, and enforcement-related issues.
- Assist in the preparation, coordination, and management of prosecutions and legal proceedings, including case file preparation and liaison with external counsel, the Director of Public Prosecutions, Guyana Police Force, and other relevant agencies.
- Prepare, review, and vet contracts, agreements, declarations, legal instruments, reports, and correspondence to ensure legal compliance and safeguard the Commission's interests.
- Represent the Commission at meetings, consultations, and other authorized engagements, and provide legal input on compliance, enforcement, and treaty-related matters.

**RANGE OF DUTIES:**

- Conduct legal research and provide written opinions, legal advice, and recommendations to support the Commission's mandate under the Integrity Commission Act.
- Review declarations and related documentation and provide legal assessments and recommendations as required.
- Prepare files, briefs, and documentation for the retained Attorney-at-Law handling prosecutions and litigation and any other relevant agencies in accordance with the law.
- Assist with policy development, compliance monitoring, and internal legal guidance.
- Provide legal and technical support to the Secretary, Investigation/Verification Unit, Compliance Unit (including acting support in the absence of the responsible officer), and other Units in compliance monitoring, policy development, and administrative legal processes.
- Assist with the reviews and processing of statutory declarations and supporting documentation during periods of reduced legal workload.

- Draft, review, and vet contracts, agreements, declarations, legal instruments, reports, and correspondence to ensure legal accuracy, compliance, and protection of the Commission's interests.
- Review, prepare, and provide input on matters related to treaty obligations and represent the Commission in National Coordinating Committee (NCC) meetings or other related meetings.
- To liaise, as necessary, with the Guyana Police Force, Chambers of the Director of Public Prosecutions, the Lawyer and any other relevant agencies as it relates to the legal mandate of the Commission.
- Ensure all files, records, and client information are maintained with the utmost confidentiality and in compliance with legal standards. Follow company policies, ethical guidelines, and legal best practices.
- To perform any other duties for the smooth functioning of the Commission.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Academic qualification in law (LL.B. or equivalent), at least two (2) years' experience in similar position.
- A holder of an L.L.M. will be an asset.
- Strong research, analytical, and advisory skills.
- Ability to prepare clear legal documentation and reports.
- Experience in compliance, policy, or administrative legal support preferred.
- Must be computer literate.

**Note:** All litigation will be managed by an experienced Attorney-at-Law retained by the Commission.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The job holder will be required to function independently and with minimum supervision
- The job holder must be able to make rational decisions in the context of the above stated duties.

**RESOURCE MANAGEMENT:**

- The job holder is responsible for equipment related to his/her functions.

**COMMUNICATIONS:**

He/she will communicate with officers in Commission, DPP's Chambers and Guyana Police Force. There may also be a need, limitedly, to meet with members of the public.

**WORKING CONDITIONS:** Normal Office conditions. May need to work outside of official working hours.

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**Prepared and approved by:** Members and Management of the Integrity Commission.