**Job Title:** Legislative Drafting Consultant

**Project Location:** CARICOM Headquarters, Georgetown, Guyana

**Fees:** GBP £49,400

**Duration:** 12 months

**Deadline:** 15 March 2018, at 5:00pm GMT

The aim of the project is to provide legislative drafting support to Caribbean Community (CARICOM) member countries to draft new NCDs-related legislation, and amend existing NCDs-related legislation.

Under the guidance of the Health Adviser, Social Policy Development, Head of Justice Section, Rule of Law Division or his nominee, as well as the Programme Manager, Health Sector Development, CARICOM Secretariat, the consultant shall :

* liaise with responsible Government Ministries and stakeholders regarding policy and drafting instructions
* undertake a review of relevant national legislation in relation to the drafting instructions
* prepare draft legislation
* work together with the responsible Government legal office responsible for legislative drafting (e.g. Attorney General’s office or Parliamentary Counsel) on the development of the draft legislation;
* consult with stakeholders and develop consultation reports containing consultation outcomes, analysis of the recommendations from consultations, and a list of people consulted;
* facilitate consultation on draft legislation and train line ministries on enforcemnet of draft legislation;
* develop supporting material, including explanatory memorandum, legislation implementation plan and Cabinet paper for the draft legislation.
* be prepared to support draft model legislative briefs

In the course of providing the services, the legislative drafter is required to:

* report to and provide regular updates to the CARICOM supervisor, as well as six-monthly reports to the Commonwealth Secretariat
* consult internally with CARICOM on technical policy issues;
* provide advice, where in the opinion of the drafter, new Bills or amendments may conflict with existing legislation;
* provide legislative drafting assistance in line with national, technical and procedural requirements;
* if necessary, make presentations to stakeholders on legislative issues.

In order to be considered, you will need to be able to demonstrate:

Educational Qualifications

1. A law degree from a recognised and reputable institution
2. A postgraduate degree in legislative drafting would be an advantage

Professional Experience

1. Minimum of 10 years’ legislative drafting experience.
2. Experience working within an AG’s Chambers, Law Reform Authority or similar organisation.
3. Experience producing high quality health and NCD related policies and legislation (including tax-related legislation, e.g.tobacco and alcohol control, food supply and control system, enabling environments etc.).
4. Ability to engage with a cross-section of stakeholders in the public and private sectors.
5. Experience working regionally or internationally including within the Commonwealth.
6. In-depth knowledge and understanding of Caribbean laws (Constitutions, statutes, subsidiary laws)
7. Knowledge of Caribbean customs and traditions will be an advantage
8. Experience in drafting inter-sectoral model health legislation will be an advantage
9. Experience working with Parliamentarians
10. Able to conduct on the job training with local counterpart(s) on legislative drafting and training in the enforcement of NCDs-related legislation
11. Excellent communication skills as well as the ability to communicate fluently in English (spoken and written);
12. Ability to engage with gender mainstreaming issues
13. Proven ability to work under pressure and meet deadlines.

The applicant must be a citizen of a Commonwealth member country.

To apply, please submit a CV and cover letter. Please refer to the terms of reference for full information.