

The Regulatory Authority of Bermuda invites applications for the role of **PARALEGAL**. Reporting to the Senior Legal Advisor and Counsel to the Board, this position will be responsible to assist on the legal aspects that relate to the regulation of the Energy and Telecommunications sector by the Regulatory Authority (RA).

**Key Duties and Responsibilities:**

As required and under the direction of the Senior Legal Advisor and Counsel to the Board, provides assistance in the following areas:

- Develop and manage the RA legal filing process and system
- Conducting routine and specific legal and factual information research and compilation of data
- Drafting legal papers for review and drafting correspondence on behalf of the Senior Legal Advisor and Counsel to the Board
- Providing administrative assistance to the Senior Legal Advisor and Counsel to the Board as directed.
- Assisting with the enforcement activities of the RA.
- Assisting with the preparation of analytical reports in relation to identified policy areas and assesses the implications of new local and international developments on the Authority's policies and strategy.
- Helps to prepare Administrative Determinations, Advisory Guidelines and other Authority publications as required for the conduct of the Authority's duties under relevant legislation.
- Participates and/or contributes towards the achievement of RA objectives across all operational disciplines.

**Minimum Qualifications, Experience and Skills:**

- Sound educational background with a recognized paralegal qualification (eg. ILEX)
- Advanced administrative skills and accurate typing at 70 w.p.m.;
- Ability to carry out analytical and research work and to evaluate, assimilate and report on findings.
- Extensive working knowledge of Microsoft Office specifically Word, Excel and Outlook;
- Professional attitude and approach with strong organizational skills and the capability to produce quality work under pressure;
- Self-confidence and the ability to deal effectively and without supervision with both local and international service providers; and
- Excellent communication skills, both verbal and written; and the ability to exercise discretion and confidentiality in all matters.
- Ability to work as a member of a team.
- Ideally has experience in the sectors falling under the remit of the Authority, in particular electronic communications and/or electricity

Apply in writing by forwarding a cover letter along with resume marked

**PRIVATE & CONFIDENTIAL** and send to

Regulatory Authority

Craig Appin House, 8 Wesley Street

Hamilton, HM 11, Bermuda or email to:

[kmartins@rab.bm](mailto:kmartins@rab.bm)

Deadline for receipt of application: February 9<sup>th</sup>, 2017