COUNCIL OF LEGAL EDUCATION
Eugene Dupuch Law School

JOB VACANCY

POST OF TUTOR

The Council of Legal Education invites applications from attorneys-at-law qualified to practice law in the Commonwealth Caribbean for the post of Tutor at the Eugene Dupuch Law School, Nassau, The Bahamas.

Applicants would be expected to demonstrate competence in at least two (2) of the following areas of law:

- Civil Procedure & Practice,
- Legal Drafting & Interpretation,
- Ethics Rights & Obligations of the Legal Profession,
- Advocacy,
- Law of Remedies,
- Law Office Management, Accounting & Technology.

The successful applicant will be expected to assume duties on Tuesday September 1, 2026. The position is a full-time one and no outside employment may be undertaken without the prior approval of the Council of Legal Education. The appointment will be by contract for three (3) years in the first instance and is renewable.

THE APPLICANT

Applicants must be attorneys-at-law with at least five (5) years' practical, professional experience.

Applicants should indicate their professional interest and area(s) of legal expertise.

Knowledge of the laws of the Commonwealth Caribbean is essential. Applicants are expected to have experience in information and communications technology. Qualifications and/or experience in various aspects of educational pedagogy including quality assurance, teaching, learning methodologies and assessment and evaluation techniques would be an asset.

THE POSITION

The duties and responsibilities of the post include:

Academic

1. Complies with all obligations, responsibilities, and schedules in respect of teaching in assigned area (s) of the course of study.
2. Teaches/trains students in legal practice and procedure and the law in courses and all programmes sanctioned by the Council of Legal Education.
3. Develops annual training plans and prepares teaching modules.
4. Prepares course manuals and/or course guides and worksheets for courses directed.
5. Prepares assessments and examinations in accordance with relevant regulations.
6. Executes general administration of courses taught such as completing grading sheets and consulting with external stakeholders where necessary.
7. Marks scripts for both assessments and examinations and returns same to the Registrar within prescribed schedules determined by the Registrar.
8. Conducts research on legal matters related to curriculum using all available resources.

9. Reviews course content and updates where necessary.
10. Accesses online Library resources in preparation for course delivery.
11. Collaborates with other Tutors to enhance synergies and cross-fertilization between courses.
12. Assists in the coaching and mentoring of students in relation to moots and competitions and any other student activity requiring guidance from faculty.
13. Assists in the Legal Aid Clinic with regard to student training.
14. Participates in peer assessment as required.
15. Contributes to the institutional life of the Law School, the legal profession, and public affairs.
16. Facilitates discussions with students outside of lectures/tutorials /seminars.
17. Ensures that all relevant class registers accurately record student attendance and are promptly filed with the Registrar at the end of each class or activity.
18. Attends meetings and participates in committees of the Council of Legal Education and the Law School such as the Examination, Academic, and Academic Sub-Committees and *ad hoc* committees to work on specific projects.
19. Attends and participates in in-house faculty training.
20. Attends external seminars, conferences, and other continuing education events.
21. Prepares annual self-report on activities e.g. teaching, public service, and publications.

Professional

1. Identifies and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
4. Promotes healthy working relationships with co-workers and external stakeholders.

Other Duties

1. Conducts research and publishes scholarly and pedagogical works.
2. Attends and supports Staff Meetings and official events of the Law School.
3. Performs other job-related duties that may be required to support the strategies of the Department's Operational Plan or as assigned by the Principal in consultation with the Senior Tutor.

THE APPLICATION

A letter of application, curriculum vitae and supporting documents and signed character reference letters from three (3) referees should be submitted not later than **June 14, 2026,** to:

(i) The Principal, Eugene Dupuch Law School, City Corporate Center, Rosetta Street, Nassau, The Bahamas; and

(ii) by e-mail to HR@edls.edu.bs

Competitive salary and allowances offered. Enquiries relating to salary and allowances may be directed to the Office of the Principal, Eugene Dupuch Law School at 1-242-326-8507/8.

The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.