

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM

FROM: Chief Personnel Officer

TO: Permanent Secretaries, Heads of Department,
Chief Administrator, Tobago House of Assembly
and Heads of Statutory Authorities subject to the
Statutory Authorities Act, Chapter 24:01

DATE: January 18, 2013

SUBJECT: *Changes in administrative arrangements in respect of contract employment in the Public Service*

You would recall that by Personnel Department Circular Memorandum dated August 16, 2012, I had advised of changes in the administrative arrangements in respect of contract employment in the Public Service. Subsequently, by Circular Memoranda dated September 25, 2012 and October 12, 2012, I notified you of the postponement of the implementation of the new arrangements. I now wish to advise that the new administrative arrangements are to commence on **February 15, 2013**.

2. The changes are being implemented in an effort to improve the existing system of administration. In this regard, over time, there has been significant growth in the numbers of persons employed, on contract, in the Public Service, rising from less than 200 in 1990 to some 11,000 by 2010. As a result, numerous administrative problems have arisen which have resulted in delays in the finalization of employees' contract and which have impacted negatively on the overall efficient management of the processes established for such employment within the Ministries, Departments and Statutory Authorities, subject to the Statutory Authorities Act, Chap. 24:01.

3. Given these problems, a review of the current processes was undertaken and as a result, Cabinet, on May 24, 2012, agreed, inter alia, to the following:

- (i) the standardization of job descriptions and job designations in respect of the more common positions in the Clerical/Secretarial, Manipulative, Human Resource, Communications and Legal streams;
- (ii) the identification of salaries and terms and conditions of service which should apply to such positions once they have been approved by Cabinet;
- (iii) the establishment of arrangements, following consultation with the Ministry of the Attorney General, for the preparation and execution by Ministries and Departments of the requisite contract documents reflecting the agreed terms of engagement between the Employer and employee; and

- (iv) any other initiatives that could improve the efficiency and effectiveness of the systems and processes in relation to contract employment.

4. As you are aware, the Chief Personnel Officer (CPO) is required to determine the terms and conditions of employment of persons employed, on contract, in Ministries, Departments and Statutory Authorities and the Chief State Solicitor is responsible for the preparation of the contracts of employment of such employees.

5. However, consequent on the review of the current processes, with effect from February 15, 2013, requests for the determination of terms and conditions of employment of individuals employed from that date, on contract, in the categories identified at paragraph 3(i) above shall no longer be submitted to the CPO. Additionally, with effect from the same date, requests should no longer be submitted to the Chief State Solicitor for the preparation of employment contracts for persons employed on contract, including those employed prior to February 15, 2013. Instead, it shall be the responsibility of the relevant legal personnel in the Legal Divisions/Units of Ministries/Departments/Statutory Authorities to prepare the contracts of employees and to ensure the accuracy and proper execution thereof.

6. Where the approval of Cabinet has been obtained for employment, on contract, in clerical, secretarial, manipulative, human resource, communication and legal categories and such persons are employed on or after February 15, 2013, the following new procedures shall apply:

- (i) the use of standardised job descriptions which outline the approved job titles, duties and responsibilities and the knowledge, skills and abilities required;
- (ii) the application of salaries and other terms and conditions approved for the various positions to all persons employed on contract in the positions identified in the job descriptions, for the periods specified; and
- (iii) the preparation and execution of contracts of employment by Ministries, Departments and Statutory Authorities.

7. In addition to the new implementation date, the salaries and allowances, where relevant, for the identified categories have been reviewed and revised. You would note that the salaries which have been established are based on the number of years of a person's employment, on contract, in the same or similar position in the Public Service or a Statutory Authority subject to the Statutory Authorities Act. For example, if an individual had been employed previously, on contract, for a period of three (3) continuous years as a Business Operations Assistant I in the Public Service, whether or not in the same Ministry/Department, account is to be taken of that period of employment in determining his/her salary for a subsequent period of employment. In such a case, he/she should be paid the salary applicable to a person with three (3) years and more but less than six (6) years service, for the relevant period. In the case of legal positions outlined at Appendix 2B, except in the case of the position of Legal Officer I, salaries are to be determined on the **experience** of an individual as a **practising Attorney-at-Law**. In this regard, an Attorney-at-Law is an individual who possesses the Legal Education Certificate (LEC) or a recognised equivalent. The experience may have been gained inside or outside the Public Service. With respect to Legal Officers I, the relevant experience must have been gained in the Public Service **only**.

8. The approved salaries and other terms and conditions set in the Appendix hereto shall apply only to persons employed, on contract, on or after February 15, 2013 who satisfy all the requirements set out in the relevant job descriptions. That is, individuals must possess the specified minimum experience and training as well as the knowledge, skills and abilities. It is therefore critical that the recruitment process undertaken by each organisation be rigorous and it will be the responsibility of each organisation to ensure that only qualified persons are selected for the positions.

9. Similarly, where individuals who are currently employed on contract are re-employed for a new contractual period on or after February 15, 2013, the approved salaries shall apply only to those persons who satisfy the minimum experience and training requirements set out in the approved job descriptions. Where an individual does not satisfy the minimum requirements of the job and an organisation is of the view that it is desirable that the person be re-employed in the same or similar capacity, he/she shall be engaged for a period not exceeding one (1) year and shall be paid the salary and other terms and conditions, where applicable, approved by the CPO in respect of his/her previous period of employment rather than the relevant salary set out in the Appendix to this Circular. Additionally, he/she shall be required to obtain the qualifications and acquire the skills specified in the approved job descriptions within one (1) year of his/ her re-employment on contract in order to be considered eligible for further employment in the position. In all instances, each individual must satisfy the specified experience requirements of the job.

10. In the event that, immediately on completion of his/her current contract, an individual is re-employed in the same or a similar position and under his/her previous contract, he/she was in receipt of a salary approved by the CPO which is higher than that payable under the terms of this Circular Memorandum, that individual shall retain the higher salary as personal to him/her for the duration of his/her contract. Should the salary of the contract position overtake his/her personal salary at any time during the period of his/her employment on contract, he/she shall be paid the appropriate salary applicable to the position.

11. In order to facilitate the implementation of the new procedures, relevant documents to be utilized by Ministries, Departments and Statutory Authorities have been prepared and are attached as Appendices to this Circular. The details are as follows:

Standardised job descriptions for approved positions in clerical, secretarial, manipulative, human resource, communication and legal categories

Appendices A001 to A026

Salaries and other terms and conditions (where applicable) for approved positions in clerical, secretarial, manipulative, human resource, communication and legal categories

Appendices 2A to 2C

Sample Contracts and Schedules to be utilised for the specific terms and conditions to be applicable to individuals employed on contract

Appendices 3A and 3B and Appendix 4

12. No amendments are to be made to the standardised job descriptions or to the salaries and other terms and conditions approved for the positions which are set out in Appendices 1 and 2.

13. Sample contracts at Appendix 3 have been prepared in respect of employment for one (1) year as well as for more than one (1) year duration. Additionally, Schedules which are to contain the standard conditions of contract to be applicable to individual employees have been prepared. These are to be attached to the relevant contracts and form part of the contracts. The sample Schedules are in respect of contracts of non-public officers as well as public officers for varying periods, with and without transport facilities. You are asked to note carefully the differences between the samples and ensure that they are utilised as appropriate. You should note that public officers who have been granted Leave of Absence from duty without pay on Grounds of Public Policy are not eligible for a Gratuity. When preparing contracts of individual employees, the only amendments to be made to the sample contracts are in respect of appropriate salary, allowances and Vacation Leave applicable to individuals. **No amendments should be made to the quantum of the Motor Vehicle Loan/Repair Loan and the terms under which they are provided, unless specified by the CPO. Similarly, the quantum of the Subsistence Allowance payable to legal personnel and other leave provisions should not be amended.**

14. **Where a contract is of less than one (1) year duration, no Leave or Gratuity provision is to be included.**

15. As specified at section B I 1(a) to (c) of the *Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01*, the relevant quantum of Vacation Leave is to be determined on the basis of an employee's salary and length of employment on a **continuous basis**. Where a break occurs between one contract period and another, the employee's service is **not** continuous. You should note, however, that where two periods of employment are separated by a weekend, public holiday or any combination thereof, the periods of employment shall be considered to be continuous for the purpose of determining the quantum of Vacation Leave for which an employee would be eligible.

16. With the establishment of salaries and other terms and conditions of employment as set out in Appendices 2A to 2C, such terms and conditions of employment will no longer be subject to negotiation with the CPO. Consequently, in advertising the positions listed in Appendices 2A to 2C, **no undertaking** should be given for terms and conditions of employment to be negotiated.

17. The categories outlined at paragraph 3(i) represent the first phase of the exercise to implement new procedures for the administration of contract employment. With regard to legal positions, separate job descriptions are being prepared for those positions in the offices of the Director of Public Prosecutions, Chief Parliamentary Counsel and Solicitor General. These job descriptions will be circulated subsequently. It is the intention that, subsequently, standardised job descriptions and job designations will be prepared, on a phased basis, in respect of other job categories/contract positions. Until then, the existing procedures applicable to contract employment as outlined in the *Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01* and as advised from time to time by the CPO shall continue to apply for any categories not identified in this Circular.

18. You are reminded that Ministries/Departments are required to continue to seek the prior approval of Cabinet for the employment, on contract, of all categories of personnel, in accordance with established procedures. The Personnel Department will monitor the application of the new procedures by Ministries/Departments and in this regard, in order to ensure that the procedures are adhered to, Permanent Secretaries/Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01 are required to submit to the Department, in **PDF format**, copies of all contracts of employment executed on or after February 15, 2013, the curriculum vitae of each individual as well as a comparative table outlining the minimum experience and training specified in the relevant job description and the experience and training possessed by the individual employed on contract. These files should be submitted electronically to cpocontracts@gov.tt within one (1) month of the date of execution of the relevant contract.

19. Permanent Secretaries/Heads of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 are requested to ensure compliance with the terms of this Circular since failure to follow the new arrangements could result in undue delays in finalizing the terms and conditions of persons employed on contract in Ministries and Departments and thus rendering the new administrative arrangements ineffective.

20. As a consequence of the issuance of this Circular Memorandum, Personnel Department Circular Memorandum of August 16, 2012 entitled '*Changes in administrative arrangements in respect of contract employment in the Public Service*' is rescinded and should be disregarded.

21. Kindly bring this Circular to the attention of all officers engaged in the administration of contracts.



Stephanie Lewis
Chief Personnel Officer

**JOB DESCRIPTIONS FOR APPROVED POSITIONS IN THE
CLERICAL/ SECRETARIAL, MANIPULATIVE,
HUMAN RESOURCE MANAGEMENT, LEGAL AND COMMUNICATION
CATEGORIES**

LIST OF APPROVED STANDARDIZED JOB DESCRIPTIONS

CATEGORY	REF.	POSITION TITLE
Manipulative	A001	Office Support Assistant
	A002	Driver/Courier
	A003	Hospitality Attendant
Human Resource Management	A004	Manager -Human Resource
	A005	Senior Human Resource Analyst
	A006	Human Resource Analyst
	A007	Head- Human Resources
	A008	Senior Human Resource Specialist
	A009	Human Resource Specialist
Clerical/Secretarial /Administrative	A010	Business Operations Coordinator
	A011	Business Operations Assistant II
	A012	Business Operations Assistant I
Legal	A013	Director Legal Services
	A014	Senior Legal Officer
	A015	Legal Officer II
	A016	Legal Officer I
	A017	Legal Research Officer
	A018	Paralegal
Communications	A019	Director-Government Communications
	A020	Senior Government Communications Specialist
	A021	Government Communications Specialist
	A022	Manager- Corporate Communications
	A023	Senior Corporate Communications Officer
	A024	Corporate Communications Officer
	A025	Speechwriter/ Researcher
	A026	Graphic Designer



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: OFFICE SUPPORT ASSISTANT

JOB SUMMARY:

The incumbent will be required to perform frontline customer service and/or office support duties such as data entry, filing, checking documents, composing routine correspondence, delivering, collecting and distributing mail, operating standard office equipment and packing, sorting and distributing office supplies.

REPORTS TO: Designated Officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Enters, updates and retrieves simple data using personal computer.
- Checks documents and forms for accuracy and completeness of information entered.
- Gathers specific information to be used in report and other documents from sources such as publications, records, files and other documents.
- Locates, retrieves and files materials in accordance with established criteria.
- Prepares routine correspondence, forms and reports.
- Collects, sorts and distributes incoming mail, documents, packages and other materials.
- Delivers, sorts and stamps outgoing mail and makes appropriate entries in register.
- Registers mail as directed.
- Collects, packs, sorts and distributes stationery, office supplies and equipment.
- Maintains inventory of office supplies and equipment.
- Operates equipment such as photocopiers, facsimile machines, scanners and binders and reports the need for repairs where necessary.
- Assists with the movement of office equipment, supplies, furniture and other items.
- Greets and directs visitors to appropriate offices/meeting rooms and operates systems for the receipt and routing of calls.
- Asks questions to determine customers' needs, reports on and follows up on queries /issues as directed.
- Performs any other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Some knowledge of basic office procedures and practices.
- Some knowledge of the Microsoft Office Suite.
- Some knowledge of filing systems and file maintenance procedures.

SKILLS AND ABILITIES:

- Basic skill in the use of Microsoft Office Suite.
- Ability to understand simple oral and written instructions.
- Ability to speak and write clearly and effectively.
- Ability to operate standard office equipment such as photocopiers, computers, scanners and facsimile machines.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to work in teams, use initiative and maintain confidentiality.
- Ability to prepare routine correspondence and reports.

MINIMUM EXPERIENCE AND TRAINING:

- A minimum of (6) months experience performing office support duties.
- Minimum of three (3) CXC/GCE O'Level passes including English Language.

Ref #: A002



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DRIVER/COURIER

JOB SUMMARY:

The incumbent is required to provide reliable and safe driving services for the transportation of personnel and/or materials/equipment and to perform messengerial duties such as collecting and delivering mail, documents, stores and other supplies. Duties also include the routine maintenance of the vehicle and operating standard office equipment.

REPORTS TO: Designated officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Drives vehicle to transport personnel to/from office meetings, seminars, workshops and functions and collects and delivers mail, equipment, furniture, office supplies and other items.
- Cleans vehicle and checks for essentials such as gas, oil, water and tyre pressure and makes entries in log book concerning trips, purpose of same, mileage, fuel and any delays occurring on road.
- Performs minor emergency repairs to vehicle on road but reports to a supervisor any major defects in equipment.
- Assists in the loading and unloading of vehicle when necessary.
- Performs routine tasks related to activities carried out by field staff.
- Performs office support duties such as operating standard office equipment such as photocopiers, scanners, facsimile machines.
- Collects, sorts and distributes incoming and outgoing mail, office supplies, packages and other material and records in register as necessary.
- Performs any other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- KNOWLEDGE:**
- Knowledge of the principles of automotive operations sufficient to detect defects in operations.
 - Knowledge of Trinidad and Tobago road network and locations of Government Ministries, Departments and other agencies.

SKILLS AND ABILITIES:

- Skill in the safe operation of a light motor vehicle.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to operate standard office equipment.
- Ability to perform routine vehicle maintenance.
- Ability to maintain vehicular logs.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years' experience in driving a motor/ light goods vehicle.
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years.
- Possession of a valid Trinidad and Tobago Driver's Permit with endorsement for a light motor vehicle.
- Possession of a Police Certificate of Good Character.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: HOSPITALITY ATTENDANT

JOB SUMMARY:

The incumbent is required to prepare and serve light snacks and refreshments and maintain kitchen and dining area, appliances and equipment in a hygienic manner.

REPORTS TO: Designated officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Prepares and serves light snacks and refreshments, such as tea, coffee and juice.
- Cleans and maintains in a hygienic manner work areas, kitchen utensils, appliances and equipment.
- Checks cutlery, crockery, refrigerators and other kitchen equipment/appliance to ensure security and proper functioning.
- Operates small/medium kitchen equipment/appliances and reports the need for repairs when necessary.
- Packs, sorts and stores food supplies according to temperature and other requirements.
- Monitors supplies to ensure adequate levels and makes requests for replenishment when necessary.
- Prepares and clears meeting rooms as required.
- Performs any other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Some knowledge of the care and use of kitchen equipment, appliances and utensils.
- Some knowledge of the supplies and methods used in food preparation, handling and services.
- Some knowledge of cleaning materials and supplies.

SKILLS AND ABILITIES:

- Ability to prepare and serve food.
- Ability to follow simple oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to maintain confidentiality.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of six (6) months experience in food preparation and in performing service duties.
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: MANAGER - HUMAN RESOURCE

JOB SUMMARY:

The incumbent is required to provide overall management and coordination of the activities of professional and other support staff engaged in the provision of Human Resource Management (HRM) services in a Ministry/Department. Work includes directing the formulation and implementation of HRM strategies and programmes to support the Ministry's/Department's strategic objectives and business plan; advising on HRM, organisational and strategic issues; directing and coordinating activities such as change management, HR planning, performance management and training and development; and evaluating the HRM services provided; and effecting necessary changes.

REPORTS TO:

Permanent Secretary/Head of Department

SUPERVISION GIVEN TO:

Senior Human Resource Analyst (direct)

Human Resource Analysts, Officers and other support staff (indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the work of professional and other support staff engaged in the provision of HRM services in a Ministry/Department.
- Directs the formulation of HRM strategies and the development of HRM programmes and projects to support the Ministry's/Department's strategic objectives and business plan.
- Participates in and/or leads the strategic planning process for the Ministry/Department and coordinates HR planning, organisational transformation and change efforts of the Ministry/Department.
- Provides advice on complex HRM issues, organisational problems and strategic issues.
- Directs and coordinates staff engaged in monitoring and evaluating staffing levels.
- Develops Human Resource staffing plan for the Ministry/Department, monitors its implementation and ensures that appropriate guidance is provided to divisional managers in order that workforce needs of the Ministry/Department are met.
- Directs the conduct of research activities to evaluate the effectiveness and efficiency of the HRM and client service provided and recommends necessary changes.
- Directs the development, implementation and evaluation of the Ministry's/Department's training plans.
- Serves as a resource person at courses, seminars and workshops on HRM.
- Directs and participates in the preparation of the budgetary estimates of the HR Division and ensures that expenditure is in accordance with financial guidelines.

- Reviews and analyses reports, proposals, draft Cabinet/Ministerial Notes, circulars and other documents in order to assess quality and accuracy of content and makes appropriate recommendations.
- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Participates in or presides over meetings and discussions with representatives of Ministries/Departments, recognised associations/unions in respect of negotiations, grievances and other matters related to HRM.
- Represents the Ministry/Department on committees and at meetings and other fora.
- Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the principles, practices and techniques of HRM.
- Extensive knowledge of government policies, procedures, rules and regulations related to HRM.
- Considerable knowledge of Public Service legislation, rules, regulations and policies.
- Considerable knowledge of national labour laws, and regulations; collective and other agreements and policies in respect of daily rated employees.
- Considerable knowledge of principles and techniques of strategic planning and project management.
- Knowledge of research methodologies, principles and techniques.

SKILLS AND ABILITIES:

- Skill in the use of Microsoft Office Suite.
- Ability to use the internet for research purposes.
- Ability to plan, organise, direct and coordinate the work of professional and other support staff engaged in the provision of HRM services in a Ministry/Department.
- Ability to interpret policies and procedures to identify work problems and direct staff to their solutions.
- Ability to provide leadership and vision.
- Ability to analyse and evaluate data and trends and make appropriate recommendations.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations/unions and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing duties in one or more of the functional areas of human resource management, including at least four (4) years at a management/supervisory level.
- Training as evidenced by a recognised University degree with core courses in HRM or a post graduate Diploma in HRM.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR HUMAN RESOURCE ANALYST

JOB SUMMARY:

The incumbent is required to plan, organise and supervise the activities of professional and other staff involved in interpreting and implementing Human Resource Management (HRM) policies, procedures, rules and regulations. Duties include participating in the development of the Ministry's/Department's HRM programmes and projects; supervising the preparation and delivery of training programmes; reviewing and making recommendations for revisions of HRM policies and procedures; undertaking the more complex work assignments; and representing the Ministry/Department at meetings with recognised associations/unions and other Ministries/Departments.

REPORTS TO:

Manager Human Resources or designated officer

SUPERVISION GIVEN TO:

Human Resource Analysts, Officers and other support staff

DUTIES AND RESPONSIBILITIES:

- Plans, organises and supervises the work of a group of professional staff engaged in the implementation of HRM policies, procedures, rules and regulations.
- Participates in and provides significant input into the formulation and management of the Ministry's/Department's HRM programmes and projects to support its overall strategic business objectives; and determines strategies and procedures for implementation.
- Participates and makes recommendations in respect of the Ministry/Department's strategic planning and change management processes.
- Provides advice and guidance regarding the interpretation and application of HRM policies, procedures, rules and regulations.
- Formulates training programmes in consultation with line managers and coordinates the activities of staff engaged in the development, execution and evaluation of training programmes.
- Serves as a resource person at training courses, seminars and workshops on HRM.
- Trains, coaches and mentors staff to ensure effective job performance.
- Develops and coordinates employees' orientation, induction and exit programmes of the Ministry/Department.
- Reviews and analyses reports, proposals, draft Cabinet/Ministerial Notes, circulars and other documents submitted by staff supervised in order to assess quality and accuracy of content and makes appropriate recommendations.
- Undertakes the more complex work assignments including the preparation of Cabinet/Ministerial Notes, internal notes and other documents and submits reports and/or recommendations as required.
- Reviews client feedback, trends and existing HRM policies and procedures and recommends revision or the

development of new policies and procedures.

- Consults as necessary with Central HRM Agencies to obtain advice and guidance on the interpretation and application of HRM policies, procedures, and legislation.
- Provides feedback to the Central HRM Agencies on the operationalisation of HRM policies and procedures.
- Participates in or presides over meetings and discussions with representatives of Ministries/Departments, recognised associations/unions in respect of grievances, negotiations and other matters related to HRM.
- Supervises the implementation of the performance management system in the Ministry/Department in order to ensure that activities are accomplished effectively and in a timely manner.
- Participates in the preparation of the budgetary estimates of the HRM Division and staffing reports of the Ministry/Department.
- Represents the Ministry/Department on committees and at meetings and other fora as required.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles, practices and techniques HRM.
- Considerable knowledge of government policies, procedures, rules and regulations related to human resource management.
- Considerable knowledge of Public Service legislation, rules, policies and procedures.
- Knowledge of research methodologies, principles and techniques.
- Knowledge of national labour laws and regulations, collective and other agreements and policies in respect of daily rated employees.
- Knowledge of the principles and methods of strategic planning and project management.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to plan, organise and supervise/lead a group of professional and other support staff engaged in HRM activities.
- Ability to analyse and evaluate data and trends and make informed recommendations.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations/unions and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of five (5) years' experience performing duties in one or more of the functional areas of human resource management.
- Training as evidenced by the possession of a recognized University degree with core courses in Human Resource Management or post graduate training in HRM.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: HUMAN RESOURCE ANALYST

JOB SUMMARY:

The incumbent is required to perform professional work involving the implementation of Human Resource Management (HRM) policies, procedures, rules and regulations in the various functional areas of HRM in a Ministry/Department. Work includes providing HRM advice and guidance; interpreting and applying HRM policies and procedures; preparing and delivering training programmes; analysing HRM data; conducting investigations and research to inform HRM decision-making.

REPORTS TO:

Senior Human Resource Analyst or designated officer

SUPERVISION GIVEN TO:

Support Staff

DUTIES AND RESPONSIBILITIES:

- Interprets and applies HRM policies, procedures, rules, regulations, and related legislation in a Ministry/Department.
- Provides advice and guidance regarding the application of HRM policies, procedures, rules and regulations.
- Performs duties related to the staffing function of the Ministry/Department such as reviewing staffing needs, and making recommendations for recruitment and selection, appointments, promotions, transfers, discipline and leave arrangements.
- Interprets and applies the terms of collective and other agreements and other related industrial relations policies and procedures in respect of all staff.
- Identifies training needs; prepares training plans, courses and materials; delivers training in relevant areas including new employee orientation; evaluates effectiveness of training and revises as necessary.
- Evaluates and analyses training proposals submitted by training providers, ensuring appropriateness and alignment to proposed training budget; and determines/recommends the most suitable employees to attend relevant sessions.
- Conducts research into HRM and client satisfaction issues; analyses and evaluates data and makes recommendations on the application of HRM policies and procedures and/or changes to be made.
- Participates in the Ministry/Department's strategic planning and change management processes.
- Provides assistance in the performance management process in areas such as developing position descriptions and performance standards and ensuring timelines are met.
- Collects, compiles and analyses organisational and HRM data in order to provide a basis for human resource planning and the establishment and maintenance of a human resource database.
- Participates in the preparation of budgetary estimates of the HRM Division and assists in the preparation of

the report on the staffing of the Ministry/Department.

- Prepares comprehensive reports; drafts Cabinet/Ministerial Notes, internal notes, circulars, memoranda, statements of evidence and arguments in respect of grievances and disputes and other documents related to human resource matters.
- Prepares and maintains relevant HRM procedural manuals, desk manuals, workflow charts, data manuals and other organisational planning tools.
- Reviews representations from employees, associations/unions and other external individuals/agencies and provides advice regarding their resolution in accordance with existing human resource management policies, procedures, related legislation and collective and other agreements.
- Conducts or arranges for investigations into human resource related complaints and grievances and recommends resolutions.
- Makes arrangements for and/or participates in meetings, both internal or with external agencies; prepares and circulates agenda, takes minutes/notes, follows up on decisions taken.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the principles, practices and techniques of HRM.
- Knowledge of research methodologies, principles and techniques.
- Some knowledge of government policies, procedures, rules and regulations related to HRM.
- Some knowledge of Public Service legislation, rules, regulations, policies and procedures.
- Some knowledge of national labour laws and regulations; collective agreements and policies in respect of daily rated employees.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and trends in HRM and make recommendations.
- Ability to solve problems and make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognised trade unions/associations and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience performing duties in one or more of the functional areas of human resource management.
- Training as evidenced by the possession of a recognised University degree with core courses in Human Resource Management or post graduate training in HRM.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: HEAD – HUMAN RESOURCE

JOB SUMMARY:

The incumbent is required to provide overall management and coordination of the activities of professional Human Resource Management (HRM) and other support staff engaged in the formulation and implementation of HRM policies, procedures and systems in one or more of the functional areas of HRM in the Public Service. Duties include directing the provision of advisory/consultancy services to Line Agencies in the HRM functional area(s) assigned, reviewing the HRM policies, procedures, practices and systems and recommending changes; leading the development of the divisional strategic plan, work programme and budgetary estimates and contributing to the Ministry/Department's overall strategic plan.

REPORTS TO:

Permanent Secretary/Head of Department

SUPERVISION GIVEN TO:

Senior Human Resource Advisers/Senior Human Resource Specialists (direct)

Human Resource Advisers/Human Resource Specialists and other support staff (indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and co-ordinates the work of professional and other support staff providing HRM services in one or more of the HRM functional areas to Line Agencies.
- Directs and co-ordinates the formulation and implementation of HRM policies, procedures and systems in the HRM functional area(s) assigned.
- Directs the provision of advice on and the interpretation of policies, procedures and systems in the HRM functional area(s) assigned, to Line Agencies.
- Provides coaching and mentoring to staff supervised as required.
- Directs and co-ordinates the analysis and review of existing HRM policies, procedures, and systems in the HRM functional area(s) assigned and makes recommendations for changes and improvements.
- Leads and participates in the development of the HRM functional area(s), divisional strategic plans and work programmes and contributes to the development of the Ministry's/Department's strategic plans.
- Directs the conduct of research activities to evaluate the effectiveness and efficiency of HRM and client services provided in the HRM functional area(s) assigned and develops strategies/mechanisms for improvement.
- Directs and participates in the preparation of the budgetary estimates of the division.
- Reviews and analyses reports, proposals, draft Cabinet/Ministerial Notes, circulars and other documents prepared by staff supervised in order to assess quality and accuracy of content and recommendations made.

- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Participates in or presides over negotiations, consultations and meetings with representatives of Line Agencies and recognized associations/unions.
- Serves on committees/panels and represents the Ministry/Department at conferences, seminars and workshops in respect of matters related to HRM functional area(s) assigned.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the principles, practices and techniques of one or more functional areas of HRM.
- Extensive knowledge of government policies, procedures, rules and regulations related to one or more functional areas of HRM.
- Extensive knowledge of Public Service legislation, rules, policies and procedures.
- Considerable knowledge of national labour laws and regulations, collective and other agreements and policies in respect of daily rated employees.
- Considerable knowledge of principles and techniques of strategic planning and project management.
- Knowledge of research methodologies, principles and techniques.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to plan, organise, direct and coordinate the activities of a Division.
- Ability to identify issues and direct staff to their solution.
- Ability to provide leadership and vision.
- Ability to analyse data and trends.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognised associations/unions and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience performing duties in one or more of the functional areas of human resource management, including at least four (4) years at a management/supervisory level.
- Training as evidenced by the possession of a recognized University degree with core courses in Human Resource Management or post graduate Diploma in HRM.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR HUMAN RESOURCE SPECIALIST

JOB SUMMARY:

The incumbent is required to organise, supervise, and monitor the work of a group of lower-level professionals engaged in advising human resource personnel in the Public Service on the interpretation and application of existing Human Resource Management (HRM) policies, procedures, rules and regulations. Duties include directing and participating in the review, evaluation and formulation of HRM policies and procedures, reviewing the work of staff, attending meetings and serving on committees related to any HRM functional area. Depending on work assignment, the incumbent will be required to perform duties in one or more of the HRM functional areas listed.

REPORTS TO:

Head – Human Resource or designated officer

SUPERVISION GIVEN TO:

Human Resource Specialist and support staff

DUTIES AND RESPONSIBILITIES:

HR Planning and Consulting

- Directs and supervises a group of professional staff engaged in performing HR planning and consulting activities.
- Monitors the strategic direction of the Public Service, forecasting its requirements and developing relevant HR Plans.
- Conducts complex research and utilizes other data in the analysis and evaluation of information for the preparation of policy documents, briefs, working papers, presentations etc.
- Coordinates the development and implementation of Organisational Development and Change Management practices through collaboration with key stakeholders.
- Directs the review of current HR practices, policies, procedures, documentation and systems to identify strengths and needs for improvement, recommends the courses of action to be taken to ensure compliance with ever-changing laws, rules and regulations.
- Develops HRM systems, policies programmes, projects and plans, utilising where appropriate, the use of information technology.
- Provides professional and technical advice to members of staff and to Line Agencies on the specifics of the HR functions and the regulatory framework.
- Collaborates with Line Agencies in the review of organisational structures and makes recommendations regarding job design.
- Conducts detailed audits of work to ensure compliance with HRM policies, procedures, rules and regulations and makes recommendations for change.
- Engages in ongoing reviews of the existing legislative framework to assess its feasibility/relevance in the current Public Service environment and recommends changes as required.
- Reviews and evaluates recommendations, reports, proposals and other documents prepared by staff.
- Prepares the more complex Cabinet/Ministerial notes, briefs, reports, memoranda and other documents.
- Utilises the HRIS in the execution of HRM functions, ensuring relevance, accuracy and integrity of the system.

Recruitment, Selection and Placement

- Directs and supervises a group of professionals engaged in providing advice on the interpretation and application of HRM policies, procedures, systems, rules and regulations related to recruitment, selection and placement.
- Interprets and provides advice on the more complex matters related to recruitment, selection and placement.
- Leads the development and formulation of new or revised recruitment, selection and placement policies and procedures.
- Develops structured selection techniques.
- Engages in the development of Assessment Centres for recruitment where applicable.
- Reviews and evaluates notes, reports, proposals, correspondence and other documents prepared by staff.
- Prepares/writes the more complex Cabinet/Ministerial Notes, reports, briefs, and other documents.
- Attends meetings and serves on committees on matters related to recruitment, selection and placement.

Human Resource Development

- Directs and supervises professional staff engaged in identifying and assessing training needs , developing , conducting and evaluating training and development programmes for the Public Service.
- Evaluates the effectiveness of training providers, sessions and programmes; determines changes to be made and initiates changes to programmes to ensure appropriate skills development.
- Oversees the development of curricula and training programmes and, where necessary, develops the more complex training material for higher level participants ensuring the utilisation of a multi-modal approach to learning.
- Undertakes research activities for the identification and understanding of emerging learning and development tools and techniques and conducts feasibility studies for implementation of same in the Public Service.
- Oversees and participates in the establishment of policies, standards and systems to facilitate the development of learning organisations.

- Reviews and evaluates reports, recommendations, proposals and other documents prepared by staff.
- Prepares the more complex Cabinet/Ministerial Notes, briefs, reports, memoranda and other documents.

Performance Management

- Directs and supervises a group of professional staff engaged in providing advice on the interpretation and application of policies, procedures and guidelines related to Performance Management; and in their review and the formulation of any changes required.
- Develops and oversees the implementation of performance management processes and procedures to support the cultural embedding of a successful Performance Management System.
- Develops mechanisms for the monitoring of the effectiveness of HRM in Line Agencies and produces regular reports on key HR performance indicators to ensure service delivery is consistent with agreed standards.
- Develops and oversees the implementation of audit mechanisms to ensure the timely conduct of performance appraisals and probationary period appraisals.
- Supports management of the employee performance management process through, inter alia, performance plan guidance and development, 360^o feedback process and the final evaluation process.
- Develops and delivers training to managers, supervisors and employees on performance management issues, including how to conduct various appraisal phases and how to deal with inadequate performers.
- Reviews and evaluates recommendations, reports, proposals and other documents prepared by staff.
- Prepares the more complex Cabinet/Ministerial Notes, briefs, reports, memoranda and other documents.

Compensation and Benefits Management

- Directs and supervises a group of professional staff engaged in providing advice on the interpretation and application of policies, practices and procedures related to compensation and benefits; and in their review and the formulation of any changes required.
- Leads the conduct of job analyses, salary surveys and analysis of salary data; the analysis of proposals and the submission of recommendations in respect of compensation and benefits packages, classification of offices and terms and conditions of employment.
- Reviews and evaluates recommendations, reports, proposals, draft Cabinet Notes, memoranda and other documents prepared by staff.
- Participates in or presides over meetings on matters related to compensation and benefits with Ministries/Departments and recognized associations/unions.
- Represents the Ministry/Department on committees and at meetings and other fora, as required.
- Prepares the more complex Cabinet/Ministerial Notes, briefs, reports, memoranda and other documents.

Industrial Relations/Employee Relations

- Directs and supervises a group of professional staff engaged in providing advice on the interpretation and application of policies, practices and procedures related to Industrial Relations/Employee Relations, and in their review and the formulation of any changes required.
- Provides guidance and advice on the more complex matters related to the interpretation and applications of Industrial/Employee Relations policies, practices and procedures.
- Leads or participates in the conduct of negotiations for collective and other agreements, dispute resolution and determination and other meetings with recognised associations/unions.
- Reviews and evaluates recommendations, reports, proposals, draft Cabinet/Ministerial Notes and correspondence prepared by staff.
- Supervises and/or participates in the conduct of investigations into employee grievances and their resolution.
- Prepares the more complex Cabinet /Ministerial Notes, briefs, reports, memoranda and other documents.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles, practices and techniques of HRM.
- Considerable knowledge of government policies, procedures, rules and regulations related to HRM.
- Considerable knowledge of Public Service legislation, rules, policies and

	<p>procedures.</p> <ul style="list-style-type: none"> ▪ Considerable knowledge of national labour laws and regulations, collective agreements and policies in respect of daily rated employees. ▪ Knowledge of research methodologies, principles and techniques. ▪ Knowledge of the principles and methods of strategic planning and project management.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to analyse and evaluate data and trends. ▪ Ability to solve complex problems and make decisions within approved policy frameworks. ▪ Ability to exercise tact and diplomacy in the performance of duties. ▪ Ability to observe and maintain confidentiality in the performance of duties. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to prepare comprehensive reports and policy briefs. ▪ Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations/unions and the public.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of eight (8) years' progressive experience performing human resource management duties, including a minimum of three (3) years' supervisory experience. ▪ Training as evidenced by the possession of a recognised University degree with core courses in Human Resource Management or post graduate training in HRM. 	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: HUMAN RESOURCE SPECIALIST

JOB SUMMARY:

The incumbent is required to support the delivery of Human Resource Management (HRM) services in the Public Service by advising human resource personnel in Ministries/Departments on the application and interpretation of existing HRM policies, procedures, rules and regulations. Duties include monitoring, reviewing, evaluating, researching and formulating HRM policies, procedures, systems and programmes, attending meetings and serving on committees. Dependent on work assignment, the incumbent will be required to perform duties in one or more of the HRM functional areas listed.

REPORTS TO:

Senior Human Resource Specialist or designated officer

SUPERVISION GIVEN TO:

Support staff

DUTIES AND RESPONSIBILITIES:

HR Planning and Consulting

- Assists in monitoring the strategic direction of the Public Service, forecasting its requirements and developing relevant HR Plans.
- Conducts research and utilises supporting data in the analysis and evaluation of information for the preparation of policy documents, briefs, working papers, presentations etc.
- Collects, compiles and verifies data on human resource matters to contribute to the development of policies and procedures.
- Reviews current Human Resources practices, policies, procedures, and systems to identify strengths and need for improvement, recommends the courses of action to be taken to ensure compliance with current laws, rules and regulations.
- Assists in the development, coordination and implementation of Organisational Development and Change Management practices through collaboration with key stakeholders.
- Conduct audits of work to ensure compliance with HRM policies, procedures, rules and regulations.
- Develops job descriptions and specifications and revises same on an ongoing basis to ensure relevance.
- Provides professional and technical advice to Line Agencies on the specifics of the HRM functions and regulatory framework.
- Interprets HRM policies and procedures to assist clients with queries and concerns.
- Utilises the HRIS in the execution of HRM functions, ensuring high levels of relevance, accuracy and integrity of the system.

Recruitment , Selection and Placement

- Advises on the interpretation and application of HRM policies, procedures, systems, rules and regulations related to recruitment, selection and placement.
- Coordinates and supports the execution of recruitment and selection activities such as: shortlisting; interviewing and conducting reference checks.
- Executes staffing actions in respect of recommendations for appointments, promotions and transfers.
- Performs research and contributes to the development of structured selection techniques.
- Develops and implements recruitment and selection plans, staffing reports, proposals and notes.
- Reviews existing recruitment, selection and placement policies, procedures, rules and regulations and makes recommendations for and participates in formulating changes.
- Prepares staffing reports, Cabinet/Ministerial notes, internal notes and other documents.

Human Resource Development

- Conducts training and development needs analyses in respect of management and other staff in the Public Service, participates in the development of customizable Training Programmes, serves as a course facilitator and/or lectures in specific areas of competence.
- Delivers new employee orientation programmes.
- Coaches staff in Line Agencies on the development of training plans and monitors roll out in relevant Agencies.
- Reviews, analyses and evaluates Training Plans submitted by Line Agencies and provides feedback.
- Reviews policies, standards and systems to facilitate the development of learning organisations and recommends the courses of action to be taken.
- Designs and/or delivers training sessions utilising a variety of tools and methodologies.
- Develops curricula, administers programmes and conducts assessment exercises of individual learnings and of the programmes.
- Utilises organisational information for the development of case studies to administer in recruitment exercises or for training and learning purposes.
- Assesses the suitability of candidates for participation in training programmes; makes recommendations for participation and evaluates training effectiveness.
- Assesses training providers and makes recommendations for procurement.

Performance Management

- Advises on the interpretation and application of performance management policies, procedures and guidelines.
- Reviews performance management policies, procedures and guidelines and makes recommendations for and participates in formulating changes.
- Tracks the utilisation of the Performance Management System and levels of compliance by Line Agencies.
- Engages proactively with supervisors/managers in Line Agencies with a view to embedding a successful, sustainable and continuously improving Performance Management System.
- Coaches and trains supervisors/managers in the Performance Management System to ensure smooth and effective implementation.

Compensation and Benefits Management

- Advises on the interpretation and application of compensation and benefits policies, procedures, rules and regulations.
- Reviews, analyses and evaluates proposals submitted and makes recommendations in respect of remuneration packages, including pay structures/rates, classification of offices and terms and conditions of employment.
- Reviews existing compensation and benefits policies, procedures, rules and regulations, recommends and participates in formulating changes.
- Assists in the conduct of compensation surveys by designing data collection instruments, collecting, collating and analysing data and making appropriate recommendations.
- Reviews and evaluates proposals submitted and makes recommendations in respect of remuneration packages for employees engaged on contract.

- Attends meetings (including negotiations for collective and other agreements) and serves on committees in respect of matters related to compensation and benefits.

Industrial Relations/Employee Relations

- Assists in the development of procedures and guidelines for handling employee disciplinary and grievance processes.
- Advises on the interpretation and application of industrial relations/employee relations policies, procedures, rules, regulations and legislation.
- Provides advice and support regarding the management of industrial relations issues.
- Provides advice on the interpretation and application of the terms of collective and other agreements.
- Participates in the conduct of negotiations for collective and other agreements, dispute resolution and determination, and in other meetings with recognised associations/unions.
- Reviews industrial relations/employee relations policies, procedures, rules and laws and makes recommendations for and participates in formulating changes.
- Assists in the development of and provides support for employee relations projects.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the principles, practices and techniques of HRM.
- Knowledge of research methodologies, principles and techniques.
- Some knowledge of government policies, procedures, rules and regulations related to HRM.
- Some knowledge of Public Service legislation, rules, regulations, policies and procedures.
- Some knowledge of national labour laws and regulations; collective and other agreements and policies in respect of daily rated employees.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and trends in HRM.
- Ability to solve problems and make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized trade unions/associations and the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of four (4) years' experience in human resource management work, preferably in the Public Sector.
- Training as evidenced by the possession of a recognized University degree with core courses in Human Resource Management or post graduate training in HRM.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS COORDINATOR

JOB SUMMARY:

The incumbent is required to perform a variety of administrative and/or advanced secretarial support duties. Duties include supervising and coordinating the work of staff performing clerical/secretarial and administrative support duties; assisting in the preparation of budgets for a Unit/Division and the training and guidance of subordinate staff. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Administrative Superior or designated officer

SUPERVISION GIVEN TO:

Business Operations Assistant I, II and/or other support staff as required.

KEY RESPONSIBILITIES:

- Supervises the work of employees performing a variety of routine to complex clerical/secretarial and administrative support duties by assigning and reviewing work and providing guidance.
- Trains and guides staff in performing work assignments.
- Manages and coordinates the arrangements for meetings, workshops, conferences and other similar events, both internally and externally, by providing logistical support including:
 - scheduling dates and arranging for air and ground transport;
 - arranging accommodation;
 - sourcing and reserving conference facilities;
 - preparing agenda and taking minutes/notes; and
 - following up the implementation of actions and decisions taken as required.
- Supervises and coordinates activities related to processing, maintaining and updating of manual and electronic correspondence, documents and databases and office support such as:
 - maintaining manual and electronic filing system/databases/libraries;
 - sorting, recording and routing all incoming correspondence and documents;
 - filing of correspondence and documents manually and electronically and,
 - independently assigning metadata to facilitate electronic searches;
 - dispatching outgoing correspondence, documents; and
 - providing photocopying, printing, scanning, faxing, binding and other office assistance support.
- Assists in the execution of the design, implementation and evaluation of the Division's policies, projects and programmes; also assists in monitoring the work programmes of the Division to which assigned, follows up on actions to be taken and provides timely reminders on key deliverables.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Provides project management support such as identifying and managing resources to ensure project and system success.
- Coordinates arrangements for local and foreign travel, sources information on costs, develops cost proposals and justifications, plans the itinerary and makes ground transport arrangements, as necessary.
- Contributes to the creation of innovative procedures and policies as a means of improving Divisional and Ministry's /Department's work practices and arrangements.

- Prepares and/or guides the preparation of complex correspondence, reports and other documents, including Cabinet Notes.
- Maintains liaisons with other Divisions/Units to ensure that the needs of the Divisions/Units are met.
- Undertakes research and prepares justification for acquisition/procurement of stationery, books and other office supplies and equipment for the Division/Unit.
- Performs advanced secretarial support to senior managerial staff such as :
 - Preparing and formatting documents from manuscript or dictation; and generating documents such as memoranda, letters, reports, tables and spreadsheets utilising word processing and other software;
 - Reviewing and screening incoming correspondence, making preliminary assessment of importance, handling personally or forwarding to superior;
 - Receiving and screening incoming calls and visitors , determining priority matters and notifying superior accordingly; and
 - Coordinating and managing the superior’s calendar by arranging appointments and engagements.
- Performs other duties related to the core functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of modern office practices and procedures.
- Extensive knowledge of office management principles and techniques.
- Considerable knowledge of relevant Public Service rules and regulations, instructions and procedures.
- Considerable knowledge of relevant financial rules and regulations.
- Considerable knowledge of records and information management techniques.
- Knowledge of the principles of Public Administration.
- Knowledge of project management techniques.
- Some knowledge of Human Resource Management principles, procedures and practices.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to compose letters, memoranda, minutes and reports.
- Ability to demonstrate analytical and problem solving skills.
- Ability to plan and co-ordinate work programmes evaluate their effectiveness, prepare comprehensive reports and recommendations.
- Ability to direct and lead staff engaged in the performance of clerical/secretarial and administrative support functions.
- Ability to use a computer and other standard office machines such as photocopiers, scanners, facsimile machines.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public.
- Ability to use initiative to solve work related problems.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years’ experience performing clerical/secretarial and administrative support duties, including a minimum of two (2) years at a supervisory level.
- Training as evidenced by the possession of a recognized University Degree in the Social Sciences or a related area.



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS ASSISTANT II

JOB SUMMARY:

The incumbent is required to perform a variety of complex clerical/secretarial and administrative support duties. Work involves the performance of office management functions; assisting in strategy and work programme planning and implementation; undertaking follow-up activities as required and performing secretarial duties for managerial/professional and technical staff. Duties also include the supervision of employees engaged in the performance of related duties. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Business Operations Coordinator or other designated officer

SUPERVISION GIVEN TO:

Staff as required

DUTIES AND RESPONSIBILITIES:

- Supervises the work of employees performing a variety of routine to complex clerical/secretarial and administrative support duties by assigning and reviewing work and providing guidance.
- Trains and guides staff in performing work assignments.
- Co-ordinates the planning and management of meetings, workshops and conferences.
- Prepares and/or guides the preparation of complex correspondence, spreadsheets, reports and other documents.
- Determines the need for, and prepares or oversees the requisition, receipt, storage, distribution and maintenance of office supplies and equipment.
- Undertakes follow-up activities regarding the Unit's work programme and decisions taken at meetings, workshops and conferences and submits progress reports.
- Undertakes research, conducts analysis and compiles data as directed.
- Performs office management duties such as :
 - developing and maintaining file register and filing system in keeping with established procedures.
 - coordinating the receipt, sorting, recording and distribution of correspondence and other documents.
 - coordinating travel arrangements for staff.
 - arranging for equipment/building repairs and maintenance.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, spreadsheets utilising appropriate software.
- Operates a computer, utilising word processing and other software as well as other standard office machines such as scanners, photocopiers and facsimile machines.
- Performs administrative support duties for managerial/professional/technical staff such as :
 - reviewing and screening incoming correspondence, making preliminary assessment of its importance, handles some personally or forwarding to superior;
 - receiving and screening incoming calls and visitors , determining priority matters and notifying

<p>superior accordingly; and</p> <ul style="list-style-type: none"> - co-coordinating and managing the superior's calendar by arranging appointments and engagements. <ul style="list-style-type: none"> ▪ Performs other related duties as assigned. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable knowledge of modern office practices and procedures. ▪ Considerable knowledge of relevant Public Service rules, regulations, instructions and procedures. ▪ Considerable knowledge of office management principles and techniques. ▪ Knowledge of relevant financial rules and regulations.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to compose and prepare standard documents such as letters, memoranda, minutes and reports. ▪ Ability to demonstrate problem solving skills. ▪ Ability to plan, organize and supervise the work of staff engaged in performing a variety of clerical/secretarial and administrative support duties. ▪ Ability to train and mentor employees. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to develop creative strategies and solutions to accomplish objectives. ▪ Ability to lead and work as part of a team. ▪ Ability to establish and maintain effective working relationships with colleagues and members of the public. ▪ Ability to use initiative and to find solutions for work related issues.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of four (4) years' experience performing clerical/ secretarial and administrative support duties. ▪ Training as evidenced by the possession of an Association of Business Executives Diploma (ABE); or Certificate in Public Administration (CPA) or equivalent. 	



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: BUSINESS OPERATIONS ASSISTANT I

JOB SUMMARY:

The incumbent is required to perform a variety of clerical/secretarial and administrative support duties of limited complexity. Work involves assisting in the planning and management of meetings; opening, sorting and routing of mail; maintaining records and files; performing routine accounting duties and generating a wide variety of documents utilising appropriate software. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO:

Business Operations Assistant II or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Assists in the planning and management of meetings, workshops and conferences :
 - prepares agendas;
 - issues meeting invitations;
 - takes meeting notes;
 - distributes minutes to participants; and
 - undertakes relevant follow-up action, as directed
- Assists in the coordination of travel arrangements by preparing costings, obtaining quotes from travel agencies and performing other related tasks.
- Maintains file register and filing system in keeping with established systems and procedures.
- Receives, records, sorts and routes incoming and outgoing correspondence and other documents.
- Composes and issues routine correspondence; also prepares drafts of more complex correspondence and reports of meetings, conferences etc. as directed.
- Orders, issues, and maintains inventory of supplies and equipment.
- Assists in the preparation of timesheets and paysheets, vouchers, invoices and requisitions; posts entries in journals and ledgers and other routine accounting duties.
- Files memoranda, letters, reports and other documents.
- Generates a wide variety of documents such as letters, memoranda, minutes, reports, and spreadsheets utilizing appropriate software.
- Attends to queries and ascertains the business of callers and visitors and guides them accordingly.
- Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders.
- Assists in the preparation of budgetary and expenditure statement by collecting and inputting relevant data as directed.
- Undertakes basic information gathering, as directed, and compiles data for entry; enters and/ or verifies data.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge of modern office practices and procedures. ▪ Some knowledge of relevant Public Service rules, regulations, instructions and procedures.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to compose and prepare documents such as letters, memoranda, minutes and reports. ▪ Ability to learn assigned tasks of limited complexity and variety readily. ▪ Ability to make arithmetical computations. ▪ Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines. ▪ Ability to communicate effectively, both orally and in writing. ▪ Ability to work as part of a team. ▪ Ability to establish and maintain effective working relationships with colleagues and the public. ▪ Ability to use initiative to find solutions for simple work related issues.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Five (5) CXC/GCE O Level passes including English Language and Mathematics. 	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DIRECTOR, LEGAL SERVICES

JOB SUMMARY:

The incumbent is required to manage and direct the activities of the Legal Services Unit or Division of a Ministry/Department and render legal services. Duties include planning, directing and coordinating the work of professional legal staff and legal support staff. Duties also include providing legal advice, representing the Ministry/Department in Court, at Tribunals and meetings, drafting and reviewing legal agreements and other legal documents and participating in negotiations, mediation and arbitration.

REPORTS TO:

Permanent Secretary or Head of Department

SUPERVISION GIVEN TO:

Senior Legal Officer/and other designated legal officers (Direct)

Legal Officer I and II (Indirect)

Paralegal Officer (Indirect)

Legal Research Officer (Indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, directs and co-ordinates the activities of the professional legal staff and other support staff engaged in the provision of legal services to a Ministry/Department.
- Plans, organises and directs the development of the work programme of the Legal Services Unit/Division.
- Directs, co-ordinates and reviews the work of professional legal staff performing duties such as :
 - appearing in court and before other tribunals;
 - providing advice on legal issues related to the administration, interpretation and enforcement of laws pertinent to the Ministry/Department's operations;
 - drafting legal documents such as contracts, leases and agreements;
 - preparing draft pleadings for filing;
 - reviewing legal/court documents for completeness and accuracy;
 - preparing legal opinions; and
 - researching and analysing legal matters/issues.
- Provides advice and interpretation to senior management and staff on very complex legal matters/issues.
- Drafts or leads the drafting of very complex legal documents/instruments.
- Directs and participates in the review of existing laws and regulations pertinent to the Ministry/Department and in the recommendation of or the formulation of appropriate amendments.
- Represents the Ministry/Department in court and before other tribunals in very complex legal matters.

- Plans, directs and co-ordinates the review of systems and procedures, and the development of strategies/mechanisms to improve the effectiveness of legal services delivery.
- Drafts budgetary estimates of the Legal Services Unit/Division.
- Identifies and makes recommendations for staff training and development.
- Serves as a resource in the training and development of legal staff.
- Leads or participates in consultations and negotiations with external parties.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents.
- Represents the Ministry/Department on committees, meetings and other fora.
- Performs other related work as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Extensive knowledge of the Laws of Trinidad and Tobago. ▪ Extensive knowledge of legal principles and practices. ▪ Extensive knowledge of the laws and regulations pertinent to the operations of the Ministry/Department. ▪ Extensive knowledge of court procedures and practices and of rules of evidence. ▪ Considerable knowledge of legal drafting principles and practices, legal research skills and techniques.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Skill in drafting legal documents/instruments. ▪ Skill in negotiation, mediation and arbitration. ▪ Ability to plan, organize, direct and co-ordinate the activities of a division providing legal services. ▪ Ability to analyse and interpret laws and regulations. ▪ Ability to present and explain statements of fact and the law logically, orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees, colleagues and members of the public.

MINIMUM EXPERIENCE AND TRAINING

- Minimum of ten (10) years' experience as a practicing Attorney at Law.
- Bachelor of Law Degree from a recognised institution.
- Legal Education Certificate or equivalent from a recognised institution.
- Admission to practice Law in Trinidad and Tobago.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR LEGAL OFFICER

JOB SUMMARY:

The incumbent is required to supervise junior legal officers performing legal work in the Legal Services Unit/Division of a Ministry/Department. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the more complex legal matters involving the Ministry/Department. The incumbent also assists in planning, organising and preparing the work programme of the Unit/Division.

REPORTS TO:

Director, Legal Services or designated officer

SUPERVISION GIVEN TO:

Junior legal officers and other support staff

DUTIES AND RESPONSIBILITIES:

- Supervises junior legal officers and other staff providing legal support work.
- Assigns and reviews the work of junior legal officers while providing training, advice, guidance and direction on legal matters.
- Plans, organises and prepares the work programme of the Legal Services Unit/Division.
- Represents the Ministry/Department in court and before other tribunals on the more complex legal matters.
- Drafts the more complex legal documents including contracts, leases, and agreements.
- Reviews systems, policies and procedures and makes appropriate recommendations to improve productivity and quality service.
- Confers with relevant official of Ministries/Departments and attends meetings to give professional legal advice.
- Prepares and /or reviews legal opinions.
- Reviews legal/court documents for completeness and accuracy.
- Advises on the more complex legal issues related to the administration, interpretation and enforcement of laws pertaining to the operations of the Ministry/Department.
- Participates in or supervises the preparation of instructions for submission to state central legal agencies on legal matters involving the state.
- Participates in or supervises court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and preparing draft pleadings for filing.
- Supervises the conduct of research and analysis on legal matters pertinent to the Ministry's/Department's operations.
- Participates in and/or supervises the review of existing legislation, rules, and regulations pertaining to the Ministry/Department and recommends/formulates appropriate amendments.
- Reviews systems and procedures and recommends or devises strategies/ mechanisms to improve the

<p>effectiveness of legal services delivery.</p> <ul style="list-style-type: none"> ▪ Leads or participates in negotiations/consultations with external/internal parties. ▪ Prepares Cabinet/Ministerial Notes, memoranda, letters, and other documents on legal matters. ▪ Represents the Ministry/Department on committees and in meetings and other fora. ▪ Performs other related duties as required. 	
KNOWLEDGE, SKILLS AND ABILITIES.	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable knowledge of the Laws of Trinidad and Tobago. ▪ Considerable knowledge of legal principles and practices. ▪ Considerable knowledge of the laws and regulations pertinent to the operations of the Ministry/Department. ▪ Considerable knowledge of legal drafting principles and practices. ▪ Considerable knowledge of legal research skills and techniques. ▪ Considerable knowledge of court procedures and practices and of rules of evidence.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Skill in drafting legal documents/instruments. ▪ Skill in negotiation, mediation and arbitration. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to supervise legal officers performing professional legal work. ▪ Ability to analyse and interpret laws and regulations. ▪ Ability to present and explain statements of facts and the law, and to argue clearly and logically, orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none"> ▪ Minimum of eight (8) years' experience as a practicing Attorney at law. ▪ Bachelor of Law Degree from a recognised institution. ▪ Legal Education Certificate or equivalent from a recognised institution. ▪ Admission to practice law in Trinidad and Tobago. 	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: LEGAL OFFICER II

JOB SUMMARY:

The incumbent is required to perform professional legal work in a Ministry/Department. Duties include appearing in court, providing legal advice and opinions, and drafting legal documents on matters involving the Ministry/Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior Legal Officer or designated officer

SUPERVISION GIVEN TO:

NA

DUTIES AND RESPONSIBILITIES:

- Represents the Ministry/Department in court and before tribunals.
- Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Ministry's/Department's operations.
- Drafts complex legal documents including contracts, leases and agreements.
- Provides legal opinions and briefs in respect of complex legal issues.
- Prepares instructions for submission to state central legal agencies on legal matters involving the state.
- Performs court cases preparation work such as interviewing witnesses, taking depositions and preparing pre-trials briefs and draft pleadings for filing.
- Assists in planning, directing, coordinating and formulating legal policies and programmes of the Ministry/Department.
- Conducts research and analysis, and reports on legal matters pertinent to the Ministry's/Department's operation.
- Conducts or participates in negotiations/consultations with external/internal parties.
- Participates in or conducts the review of existing legislation, rules and regulations related to the Ministry/Department and recommends/drafts appropriate amendments.
- Represents the Ministry/Department on committees and meetings and other fora.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles and practices.
- Knowledge of the laws and regulations pertinent to the

	<p>Ministry's/Department's operations.</p> <ul style="list-style-type: none"> ▪ Knowledge of legal drafting principles and practices. ▪ Knowledge of legal research skills and techniques. ▪ Knowledge of the court procedures and practices and of rules of evidence.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Skill in drafting legal documents/instruments. ▪ Skill in negotiation and mediation. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to analyse and interpret laws and legal issues. ▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically, orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none"> ▪ Minimum of four (4) years' experience as a practicing Attorney at law. ▪ Bachelor of Law Degree from a recognised institution. ▪ Legal Education Certificate or equivalent from a recognised institution. ▪ Admission to practice law in Trinidad and Tobago. 	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: LEGAL OFFICER I

JOB SUMMARY:

The incumbent is required to perform professional legal work in a Ministry/Department under the direct supervision of a higher-level legal officer. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the matters involving the Ministry/ Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior officer or other designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Represents the Ministry/Department on matters before the courts.
- Provides advice on the less complex legal matters.
- Drafts the less complex legal documents and assists in the drafting of the more complex documents including contracts, leases and memorandums of agreements.
- Conducts research, interprets laws, rules and regulations and prepares legal opinions and briefs in respect of the less complex legal matters.
- Provides advice by supplying legal authorities based on research.
- Assists in performing court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and draft pleadings for filing.
- Assists in reviewing existing legislation, rules and regulations related to the Ministry's/Department's operations and recommending appropriate amendments.
- Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and related materials in respect of the Ministry's/Department's operations.
- Drafts Cabinet /Ministerial Notes, memoranda, letters and other documents on legal matters.
- Copies and collates relevant documents.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles, practices and procedures.
- Knowledge of legal research methods and techniques.
- Knowledge of the court procedures and practices and of rules of evidence.
- Some knowledge of the laws and regulations related to the

	<p>Ministry/Department's operations.</p> <ul style="list-style-type: none"> ▪ Some knowledge of legal drafting principles and methods.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Skill in drafting legal documents/instruments. ▪ Ability to interpret and analyse the law and legal issues. ▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
	<ul style="list-style-type: none"> ▪ No experience required. ▪ Bachelor of Law Degree from a recognised institution. ▪ Legal Education Certificate or equivalent from a recognised institution. ▪ Admission to practice Law in Trinidad and Tobago.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: LEGAL RESEARCH OFFICER

JOB SUMMARY:

The incumbent is required to perform work involving the conduct of research related to the laws and legal issues pertinent to the operations of the Ministry/Department. Duties include preparing legal documents and developing and maintaining a repository of documents on legal matters. Dependent on assignment, the incumbent may be required to perform the full range or some of the duties listed.

REPORTS TO:

Head, Legal Services Division or other designated officer.

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Conducts research on legal issues relating to the Ministry's/Department's operations and prepares written opinions, working papers and reports thereon.
- Undertakes extensive review of legal documents, instruments and other material identifies issues and proposes amendments.
- Prepares briefs and preliminary drafts of legislative legal material pertaining to the Ministry's/Department's portfolio.
- Develops and maintains an up to date repository of laws, judgments, contract precedents and other related material pertinent to the Ministry's/Department's operations.
- Contributes to the review and formulation of recommendations to amend legislation pertinent to the Ministry/Department.
- Assists in the drafting of Cabinet/Ministerial Notes on legal matters.
- Assists in the drafting of legal documents such as contracts, agreements, opinion and briefs; and prepares memoranda, letters and other documents.
- Represents the Ministry/Department on committees and at meetings, conferences and workshops.
- Liaises with other divisions and external agencies regarding the work of the Division.
- Copies and collates relevant documents.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of legal research principles and techniques.
- Knowledge of the Laws of Trinidad and Tobago.
- Knowledge of the laws and regulations pertinent to the Ministry's/Department's operations.

	<ul style="list-style-type: none"> ▪ Knowledge of legal drafting principles and practices. ▪ Knowledge of the court procedures of Trinidad and Tobago.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to conduct legal research work of varying complexity. ▪ Ability to analyse and interpret law and legal issues. ▪ Ability to present and explain statements of fact and the law orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none"> ▪ Minimum of two (2) years' experience in legal research. ▪ Bachelor of Law Degree from a recognized institution. 	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: PARALEGAL

JOB SUMMARY:

The incumbent is required to provide paralegal support to Legal Officers in a Ministry/Department. Duties include researching laws; investigating facts; preparing pleadings, opinions and briefs; maintaining case files and assisting in the preparation of legal documents.

REPORTS TO:

Designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Conducts research and drafts or prepares briefs on legal matters as directed.
- Investigates the facts and law of cases and researches relevant sources to prepare cases.
- Reviews legal/court documents for completeness and accuracy.
- Assists in the monitoring and reviewing of government regulations to ensure that the Ministry and its agencies are aware of new requirements.
- Establishes and maintains case files and makes available and easily accessible to legal officers.
- Assists in interviewing parties involved in court proceedings to gather information for case preparation or completion of legal documents.
- Assists in the preparation of legal documents such as contracts, opinions and agreements; drafts correspondence on routine legal issues.
- Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and other relative material in areas affecting the Ministry's day to day operations.
- Copies and collates relevant documents.
- Takes notes at court, tribunals, legal proceedings and meetings and generates documents as required.
- Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the methods and techniques of legal research.
- Some knowledge of the Laws of Trinidad and Tobago.
- Some knowledge of the court procedures and practices and rules of evidence.
- Some knowledge of legal drafting principles and practices.
- Some knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.

	<ul style="list-style-type: none">▪ Ability to use e-Government technology platforms.▪ Ability to use the internet for research purposes.▪ Ability to conduct legal research.▪ Ability to maintain confidentiality.▪ Ability to communicate effectively, both orally and in writing.▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none">• Minimum of two (2) CAPE/GCE 'A' Level passes, one of which must be Law OR an Associate Degree in Paralegal Studies.• Minimum of two (2) years' experience performing paralegal functions for an Attorney at Law.	



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: DIRECTOR, GOVERNMENT COMMUNICATIONS

JOB SUMMARY:

The incumbent is responsible for the development, design and implementation of the policy framework for the effective communication of Government Information and for Government Communications strategies and plans. The incumbent is required to provide expert advice to Ministries/Departments on Communications policies, systems, procedures, rules and regulations and monitors the development and implementation of Ministry/Department specific communication programmes.

REPORTS TO: Permanent Secretary

SUPERVISION GIVEN TO: Senior Government Communications Specialist/designated officer (direct)
Government Communications Specialist/designated officer (indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the work of staff engaged in the provision of Communications services to Ministries/Departments.
- Develops policy guidelines for the design and implementation of creative and effective Communications Strategies including content management of a Ministry's/Department's website ensuring adequate integration into its operations.
- Develops, implements and continuously monitors policies and guidelines for the Public Service in designated aspects of Communications and Marketing such as Communications Planning, Reporting and Execution.
- Prepares the more complex and sensitive, briefs, media releases, advertisements and presentations.
- Prepares or reviews speeches to be delivered by the Minister.
- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Manages the preparation of the budgetary estimates and project plans to advance the work programme of the Division.
- Develops Government's Communications policies, systems, procedures, rules and regulations in collaboration with key stakeholders.
- Develops protocol procedures and practices for Ministries and Departments in accordance with established standards to ensure the use of appropriate etiquette in interactions with individuals such as Dignitaries and Officials.
- Provides expert advisory/consultancy services to Ministries/Departments on the policies, systems, procedures, rules and regulations related to the Communications function.
- Prepares the required inputs for the Ministry's annual report and other reports required by relevant Agencies.
- Defines and manages all aspects of strategic communications: brand management, reputation management and relationship management for the Ministry.
- Represents the Ministry at meetings and on committees as required.
- Coordinates consultations with Heads of Communications Units in Ministries/Departments to obtain inputs through collaborative mechanisms such as communication clusters.
- Guides Line Agencies in planning and executing Crisis Communication Plans and appropriate responses to

adverse publicity.

- Advises on the development and implementation of Orientation Programmes for Communications personnel in Ministries/Departments.
- Manages a national information repository for the various government communications functions.
- Builds and maintains positive relationships with stakeholders including those in the Advertising and Communications and related Industries.
- Monitors and evaluates the implementation of Communications plans of government through performance assessment mechanisms to ensure efficacy.
- Directs the conduct of quantitative, qualitative and/or desk research to assess the communications environment, both in general and for specific communications campaigns/projects.
- Oversees the maintenance of a database/directory of contact information and profiles.
- Promotes a customer service ethos by defining the needs of a diverse customer base and ensuring service outcomes/deliverables are consistent with defined needs and expectations.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of current theories and practices in communications research, planning and strategy, and the role of mass media.
- Extensive knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences.
- Extensive knowledge of marketing, public relations, advertising, promotion and other marketing communications methods.
- Extensive knowledge of desktop publishing.
- Considerable knowledge of protocol procedures.
- Considerable knowledge of the organisational structure of the Government of Trinidad and Tobago.
- Knowledge of the Constitution of the Republic of Trinidad and Tobago.
- Knowledge of Public Administration.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in conceptual and analytical thinking.
- Skill in writing and editing, including a strong command of English.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to devise, plan, and project manage and evaluate major advertising communications and marketing programmes.
- Ability to manage professional and support staff.
- Ability to manage the Division's budget.
- Ability to motivate staff, lead and promote teamwork, to think creatively and strategically and to demonstrate flexibility.
- Ability to make executive-level presentations and to work with senior executives and business partners to develop messaging and public relations campaigns.
- Ability to coach and engage in strategic communication planning.
- Ability to grasp and communicate business, financial, and sociologically relevant information clearly and accurately to internal staff, customers, press and analysts.
- Ability to establish and maintain effective working relationships with internal /external partners.

MINIMUM EXPERIENCE AND TRAINING:

- A minimum of ten (10) years' work experience in Corporate Communications or Marketing or Public Relations or Media Relations and Advertising; including five (5) years' experience at a senior management

level.

- Training as evidenced by a recognised University Degree in Communications Studies or a post graduate Diploma in a related field.



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR GOVERNMENT COMMUNICATIONS SPECIALIST

JOB SUMMARY:

The incumbent is responsible for supervising the work of staff engaged in the identification, development and implementation of government communications policies, strategies and plans. Work includes providing advice and guidance to Ministries/Departments on Government Communications policies, rules and procedures; creating positive internal and community relations and responding to queries from the media. The incumbent will be required to perform duties in one or more of the Communications functional areas.

REPORTS TO:

Director, Government Communications

SUPERVISION GIVEN TO:

Government Communications Specialist (Direct)
Support staff (Indirect)

DUTIES AND RESPONSIBILITIES:

Strategy, Design and Monitoring

- Supervises the work of staff engaged in the provision of Communications services to Ministries/Departments and other clients.
- Coordinates the development, design and implementation of Government Communication policies, systems, strategies and plans, rules and regulations.
- Monitors the implementation of Government Communications policies, systems, strategies and plans, rules and regulations, to ensure compliance and makes appropriate recommendations.
- Provide expert advice to internal and external clients on building and protecting the public service brand name and image.
- Works closely with policy makers to identify and interpret research information needs.
- Represents the Ministry at meetings and on committees as required.
- Coordinates e consultations with Heads of Communications Units in Ministries/Departments to obtain inputs through collaborative mechanisms such as communications clusters.
- Establishes guidelines for Ministries/Departments in planning and executing appropriate responses to adverse publicity.
- Reviews and recommends proposals relating to legislative and regulatory areas of the Government Communications.
- Conducts quantitative, qualitative and/or desk research to assess the communications environment, both in general and for specific communications campaigns/projects.
- Coordinates the process for identifying stakeholder needs and reviews relevant engagement strategies.
- Manages the corporate identity, image and reputation of the Public Service to enhance its public image.
- Works in tandem with the Ministry responsible for ICT to ensure that there are guidelines for developing and maintaining government websites as well as for evaluating/auditing same.
- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.

Policy Formulation and Review

- Supervises the work of professional and other support staff engaged in the provision of Communications services to Line Agencies and other clients.
- Coordinates the development, design and implementation of Government Communication policies, systems, strategies and plans, rules and regulations.
- Monitors the implementation of Government Communications policies, systems, strategies and plans, rules and regulations, to ensure compliance and makes appropriate recommendations where gaps have been identified.
- Collects, stores, records and disseminates information resources for a National Information Repository based on users' needs of the Government Communications Division and Government Communicators.
- Coordinates Orientation Programmes for Communications personnel in Ministries/Departments.
- Undertakes research on the communications and media environments as well as best practice policies and guidelines.
- Conducts quantitative, qualitative and/or desk research to assess the communications environment, both in general and for specific communications campaigns/projects.
- Analyses current events and public and press opinion with a view to risk management; advises internal and external clients on trends, news developments, or changing/unexpected circumstances and helps to determine appropriate strategic responses to address them.
- Coordinates and trains staff in the execution of protocol duties, ensuring proper etiquette for official engagement and interactions with dignitaries and officials. Works closely with policy makers to identify and interpret research information needs.
- Reviews and recommends proposals relating to legislative and regulatory areas of the Communications sector.
- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Coordinates the process for identifying stakeholder needs and reviews relevant engagement strategies.

Client Programme Monitoring

- Supervises the work of professional and other support staff engaged in the provision of Communications services to Ministries/Departments and other clients.
- Coordinates the development, design and implementation of Government Communication policies, systems, strategies and plans, rules and regulations.
- Coordinates the development of protocol and procedures and practices accordance with established standards to ensure the use of appropriate etiquette in interactions with individuals such as Dignitaries and Officials.
- Monitors the implementation of Government Communications policies, systems, strategies and plans, rules and regulations, to ensure compliance and makes appropriate recommendations where gaps have been identified.
- Develops appropriate programmes and campaigns in consultation with Ministries/Departments and relevant stakeholders.
- Designs and manages systems and processes to link Government's visions to the work of the Communications Units of Ministries/Departments.
- Collaborates with stakeholders to develop internal and external Communication goals for the purpose of identifying audiences for marketing efforts and ensuring that the objectives of Ministries/Departments are achieved in the most efficient and timely manner.
- Communicates with various stakeholders for the purpose of informing and/or presenting information through various mediums (e.g. manual and electronic presentations, printed publications, e-mails, web pages, video, blogs, TV spots, etc.) in alignment with the vision, goals and objectives of Ministries/Departments.
- Directs the updating of a database/directory of stakeholders' contact information and profiles.
- Works closely with policy makers to identify and interpret research information needs.
- Develops and maintains programmes utilising various media for public education and dissemination of information on the role, functions and services of the Ministry.

- Plans, coordinates and participates in public consultations, conferences, media monitoring, media tours and events, public opinion research activities, public image enhancement programmes, seminars, workshops and similar special events for Ministries/Departments and prepares a Calendar of Events.
- Manages the corporate identity and reputation of the Public Service to enhance its public image.
- Prepares the more complex Cabinet/Ministerial notes, internal notes and other documents.
- Provides support in relation to the Communications functions in Ministries/Departments.
- Researches, coordinates and delivers training programmes for Government Communications personnel in the functional areas of Communications.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences.
- Considerable knowledge of marketing, public relations, advertising, promotion and other marketing communication methods.
- Considerable knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- Considerable knowledge of protocol procedures.
- Knowledge of Public Administration.
- Knowledge of the organisational structure of the Government of Trinidad and Tobago.
- Knowledge of the Constitution of the Republic of Trinidad and Tobago.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in conducting research and in conceptual and analytical thinking.
- Skill in writing and editing, including a strong command of English.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to identify communication-related risks and opportunities and to provide timely feedback and advice to management.
- Ability to think strategically and to rapidly analyse and integrate diverse information from varied sources into conclusions and recommendations.
- Ability to plan and organise Public Service wide meetings and events.
- Ability to supervise contractors and staff engaged in communications activities.
- Ability to convey complex ideas in an engaging manner with clarity, diplomacy and precision.
- Ability in the use of internet for research purposes.
- Ability to prioritise and multi-task within tight deadlines and respond to changing demands.
- Ability to establish and maintain effective working relationships with internal/external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of six (6) years' experience in Corporate Communications or Marketing or Public Relations.
- Training as evidenced by a recognised University Degree in Communications Studies a post graduate Diploma in a related field.



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: GOVERNMENT COMMUNICATIONS SPECIALIST

JOB SUMMARY:

The incumbent is responsible for the identification, development and implementation of government's communications policies, strategies and plans. Work includes formulating and reviewing policies and systems, monitoring and evaluating the implementation thereof and providing advice and guidance to line Ministries/Departments. Depending on work assignment, the incumbent will be required to perform duties in one or more of the Communications functional areas listed.

REPORTS TO: Senior Government Communications Specialist or designated officer

SUPERVISION GIVEN TO: Support Staff

DUTIES AND RESPONSIBILITIES:

Strategy, Design and Monitoring

- Contributes to the development, design and implementation of Government Communications policies, systems, strategies and plans, rules and regulations.
- Monitors the implementation of Government Communications policies, systems, strategies and plans, rules and regulations, to ensure compliance and makes appropriate recommendations.
- Obtains inputs from Communications Units in Ministries/Departments by using collaborative mechanisms such as communication clusters.
- Assists in the preparation of the budgetary estimates of the Division and ensures that expenditure adheres to financial guidelines.
- Conducts research and utilizes other data in the analysis and evaluation of information for the preparation of policy documents, briefs, working papers and presentations.
- Assists with relevant research to determine the success /impact and outreach of information programmes and initiates corrective action as appropriate.
- Provides advice to Ministries/Departments in respect of the Communications function.
- Conducts on-going quantitative, qualitative and/or desk research to assess the communications environment, both in general and for specific communications campaigns/projects.
- Monitors the implementation of Communications plans of Ministries/Departments through performance assessment mechanisms.
- Collaborate with relevant Agencies in monitoring their strategies for developing local content, public education and information dissemination.
- Guides Ministries/Departments in planning and executing Crisis Communications plans and appropriate responses to adverse publicity.
- Assists in coordinating the mapping of stakeholders' needs and develops/reviews the relevant engagement strategies proposed by staff supervised.
- Assists in managing the corporate identity and reputation of the Public Service to enhance its public image.

Policy Formulation and Review

- Contributes to the development, design and implementation of government communications policies, systems, strategies and plans, rules and regulations.
- Monitors the implementation of government communications policies, systems, strategies and plans, rules and regulations, to ensure compliance and makes appropriate recommendations where gaps have been identified.
- Monitors and reviews the effectiveness of Government Communications.
- Collects, stores, records and disseminates information resources for a national information repository based on users' needs.
- Assists in coordinating orientation programmes for communications personnel in Ministries/Departments.
- Participates in the formulation of guidelines for developing and maintaining government websites and performs quality checks to ensure compliance by Ministries/Departments.
- Assists in conducting on-going quantitative, qualitative and/or desk research for specific communications campaigns/ projects.
- Prepares Cabinet/Ministerial Notes, internal notes, and other documents.
- Undertakes research on current web and internet technology, trends in marketing and communications for the purpose of keeping current.
- Monitors national, regional and international news for evolving trends and opinions.
- Monitors media scanning databases and redirects any issues to the relevant authorities.

Client Programme Monitoring

- Contributes to the development, design and implementation of government communications policies, systems, strategies and plans, rules and regulations.
- Monitors the implementation of government communications policies, systems, strategies and plans, rules and regulations, to ensure compliance and makes appropriate recommendations where gaps have been identified.
- Participates in developing appropriate programmes and campaigns in consultation with Ministries/Departments and relevant stakeholders.
- Collaborates actively with stakeholders to develop internal and external communications goals for the purpose of identifying audiences for marketing efforts and ensuring that the objectives of Ministries/Departments are achieved.
- Communicates with various stakeholders for the purpose of informing and/or presenting information through various mediums (e.g. manual and electronic presentations, printed publications, e-mails, web pages, video, blogs, TV spots, etc.) in alignment with the vision, goals and objectives of Ministries/Departments.
- Creates and updates a database/directory of contact information and profiles.
- Develops and maintains programmes utilising various media for public education and dissemination of information on the role, functions and services of the Ministry.
- Organises public consultations, conferences, media monitoring, media tours and events, public opinion research activities, seminars, workshops and similar special events for personnel of Ministries/Departments and prepares a Calendar of Events.
- Contributes to the development of protocol procedures and practices for Ministries and Departments in accordance with established standards to ensure the use of appropriate etiquette in interactions with individuals such as dignitaries and officials.
- Assists in managing the corporate identity and reputation of the Public Service to enhance its public image.
- Prepares Cabinet/Ministerial Notes, internal notes and other documents.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences. ▪ Knowledge of marketing, public relations, advertising, promotion and other communication methods. ▪ Knowledge of current theories and practices in communications research, planning and strategy, and the role of mass media. ▪ Knowledge of protocol procedures. ▪ Some knowledge of Public Administration. ▪ Some knowledge of the organisational structure of the Government of Trinidad and Tobago. ▪ Some knowledge of the Constitution of the Republic of Trinidad and Tobago.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to plan, organise and supervise the work of support staff. ▪ Ability to work with communications technologies, including office software. ▪ Ability to collate, prepare and present information and releases for use by the various media. ▪ Ability to express ideas clearly and concisely, both orally and in writing. ▪ Ability to establish and maintain effective working relationships with colleagues, members of the media and the public.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of three (3) years' experience in Corporate Communications or Marketing or Public Relations. ▪ Training as evidenced by a recognised University Degree in Communications Studies or a related discipline. 	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: MANAGER – CORPORATE COMMUNICATIONS

JOB SUMMARY:

This incumbent is required to develop, implement, direct and evaluate the Ministry's/Department's marketing and communications strategies and programmes including public relations, media relations, web site content and the Ministry's/Department's identity/image programme. Duties include planning, organising, directing and coordinating the work of staff engaged in the performance of related activities. Duties also include using communications as a vital component of the overall change management programme in support of the Ministry's/Department's initiatives amongst internal stakeholders and to inform clients, employees and the general public of initiatives and policies of government and of the Ministry/Department.

REPORTS TO:

Permanent Secretary/Head of Department

SUPERVISION GIVEN TO:

Senior Corporate Communications Officer (direct)
Corporate Communications Officer and other support staff (indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the work of staff engaged in the provision of Corporate Communications services in a Ministry/Department.
- Designs, organises and implements a creative and effective Communications Strategy including content management for the Ministry/Department's website ensuring that it is adequately integrated into the Ministry/Department's Operations.
- Prepares the more complex and sensitive briefs, media releases, advertisements and presentations; reviews speeches to be delivered by the Minister.
- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Spearheads the development and implementation of media relations strategy to ensure proactive and positive media coverage of the Ministry's/Department's activities and to minimise negative media reports.
- Facilitates workforce effectiveness by setting the standard for monitoring the performance of staff supervised.
- Directs and participates in the preparation of the budgetary estimates of the Corporate Communications Division/Unit and ensures that expenditure is in accordance with financial guidelines.
- Provides strategic advice to members of the Ministry's/Department's executive and senior management teams, business unit managers and client sector leaders to build and protect the corporate brand name and image.
- Defines and manages all aspects of strategic communications: brand management, reputation management and relationship management for the Ministry/Department.
- Directs the conduct of research activities to evaluate the effectiveness and efficiency of Corporate Communications and client service provided and recommends necessary changes.
- Prepares the required inputs for the Ministry's/Department's Annual Report and other reports required by other agencies.
- Formulates policies, procedures, systems and guidelines that support the Corporate Communications function in the Ministry/Department and ensures compliance.

- Oversees the budgeting, planning, direction, coordination, implementation and evaluation of major events and programmes in the Ministry/Department and ensures successful execution.
- Directs and co-ordinates staff engaged in the performance of protocol duties for the Ministry/Department in accordance with established standards to ensure appropriate etiquette is used in interactions with individuals such as dignitaries and officials.
- Advises on the development and implementation of corporate advertising strategies, programmes and action plans adopted by the Ministry/Department.
- Develops and trains staff supervised in the creation and implementation of Crisis and Issues Communication Plans.
- Participates in the procurement of consultants for communications and research services by defining the research problem, determining research methodologies and sources, advising on questionnaires and discussion guides and reviewing reports and recommendations.
- Manages the work activities of consultants providing communications and research services.
- Contributes to the development of Provides oversight for customer relationships by maintaining constant dialogue, monitoring evolving needs, monitoring client care audits/quality indicators/client surveys, and developing early dissatisfaction detection mechanisms.
- Directs and coordinates the process for monitoring national, regional and international news and provides the executive with media summaries as detailed in the delivery schedule.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences.
- Extensive knowledge of marketing, public relations, advertising, promotion and other marketing communication methods.
- Extensive knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- Knowledge of the Constitution of The Republic of Trinidad and Tobago.
- Extensive knowledge of desktop publishing, new web and social media such as Facebook and Twitter.
- Considerable knowledge of the organisational structure of the Government of Trinidad and Tobago.
- Considerable knowledge of protocol procedures.
- Knowledge of Public Administration.

ABILITIES:

- Proficiency in the use of Microsoft Office Suite desktop publishing and communications technologies such as web applications, design/illustration software and/or databases.
- Skill in the use of personal computers.
- Skill in writing and editing, including a strong command of English.
- Skill in conducting research and in conceptual and analytical thinking.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to plan, organise, lead and co-ordinate the work of professional and other support staff performing corporate communications duties.
- Ability to develop effective and engaging branded events that will achieve Ministry/Agency goals.
- Ability to problem solve and work independently in a changing and multi-tasking environment with numerous deadlines.
- Ability to establish and maintain effective working relationships with internal/external partners.
- Ability to develop professional relationships in all aspects of the position that result in stable, consistent, reliable and courteous communications when dealing with other stakeholders.

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| | <ul style="list-style-type: none">▪ Excellent oral, written and interpersonal skills. |
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MINIMUM EXPERIENCE AND TRAINING:

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| <ul style="list-style-type: none">▪ Minimum of eight (8) years' experience in the field of Corporate Communications or Public Relations or Media Relations and Advertising.▪ Training as evidenced by a recognised University Degree in Communications Studies or a post graduate Diploma in a related field. |
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Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: SENIOR CORPORATE COMMUNICATIONS OFFICER

JOB SUMMARY:

The incumbent is required to play a key role in the implementation of the Ministry's/Department's corporate communications strategy and programmes. Duties include assisting in the development, implementation and evaluation of these strategies and programmes; taking the lead on corporate media campaigns, public relations and other communications activities to generate consistent publicity results with clear targets and priorities and supervising lower-level staff engaged in related work. Depending on work assignment, the incumbent will be required to perform duties in one or more of the Communications functional areas.

REPORTS TO: Manager – Corporate Communications

SUPERVISION GIVEN TO: Corporate Communications Officer and support staff

DUTIES AND RESPONSIBILITIES:

Strategy and Measurement

- Takes the lead in strategy and programme development for diverse and highly complex communications campaigns, both internal and external, of special significance to the Ministry's/Department's work, anticipating critical communications/public relations issues; contributes to the formulation of public positions on critical issues related to the work of Ministry/Department.
- Develops the Ministry's/Department's communication policy and strategy in collaboration with the Ministry's/Department's executive team and other relevant senior management members and executes same.
- Coordinates the budgeting, planning, direction, coordination, implementation and evaluation of major events and programmes in the Ministry/Department and ensures successful execution.
- Liaises and interacts with personnel of the Ministry/Department to ensure that communications policy considerations are adequately integrated into the Ministry's/Department's operations.
- Identifies stakeholders' needs and reviews relevant engagement strategies as submitted by staff supervised.
- Directs the research, information gathering, editing and writing of communications briefs, proposals, and other documents.
- Collaborates with others to develop internal and external communications goals for the purpose of identifying audiences for marketing efforts and ensuring Ministry/Department-wide objectives are achieved in the most efficient and timely manner.

Product and Events

- Promotes a positive image of the Ministry/Department (e.g. communications with district staff, the public and media, including press conferences, newsworthy events, story ideas, district benefits and programs, etc.) for the purpose of creating cooperative working relationships.
- Prepares an annual and quarterly programme of public relation activities including but not limited to, lectures, talks, conferences, exhibitions.

- Promotes the development of information and activities such as health and wellness, safety awareness and other cultural and workplace enhancing projects.
- Negotiates for space contracts and books event spaces, arranges food and beverages, orders supplies and audiovisual equipment, makes travel arrangements, orders event signs and ensures appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the Ministry/Department.
- Supervises, directs and coordinates the activities of personnel, subcontractors and vendors, as required, to successfully execute all aspects of the event on the scheduled delivery day.
- Provides post-event analysis, budget recaps and participant feedback and incorporates learning into future plans.
- Researches trends (e.g. policies/procedures; economic/cultural issues; computer/software and facilities technologies; layout/design of publications, etc.) for the purpose of obtaining knowledge on current issues and advancement practices.

Media and Advertising

- Provides advice to relevant stakeholders on media-related issues, including but not limited to preparing talking points and media coaching.
- Identifies media engagement opportunities and provides media coaching to staff that may interact with the press.
- Leads a team that prepares briefs, media releases, advertisements, presentations and drafts or reviews speeches to be delivered by the Minister and other senior personnel of the Ministry/Department.
- Leads and coordinates the production of all print and audio-visual communications materials, including, but not limited to newsletters, press releases, advertising and speeches.
- Designs sketches of electronic and printed media products such as websites, publications, newsletters, booklets, directories, calendars, brochures, posters, and presentations for the purpose of communicating and promoting a positive Ministry/Department image.
- Writes and/or oversees the preparation, production and dissemination of both routine and complex outreach products such as, brochures, briefs, press kits, news releases, op-eds/articles, radio/TV broadcasts, PowerPoint presentations, brochures, Q&As, websites and speeches that promote the strategic and timely flow of information and key messages about the Ministry/Department, its policies and operations to key internal and external audiences.
- Analyses current events, public comments and press opinions with a view to risk management; advises the Ministry's/Department's executive team and staff and clients on trends, news developments, or changing/unexpected circumstances and recommends appropriate strategic responses.
- Participates in, plans, coordinates and organises public consultations, conferences, media monitoring, media tours and events, public opinion research activities, public image enhancement programmes, seminars, workshops and similar special events.

Stakeholder Engagement

- Supervises and provides advice and guidance to staff engaged in the performance of protocol duties for the Ministry/Department in accordance with established standards to ensure appropriate etiquette is used in interactions with individuals such as dignitaries and officials.
- Liaises and interacts with personnel of the Ministry/Department to ensure that communications policy considerations are adequately integrated into its operations.
- Responds to inquiries from internal and external parties for the purpose of providing information and/or direction.
- Initiates and sustains professional relationships with key internal and/or external constituencies including the media, civil society, academia, businesses and governments.
- Directs the updating of a database/directory of stakeholders' contact information, profiles and services.
- Communicates with stakeholders for the purpose of informing and/or presenting information through various mediums such as manual and electronic presentations, printed publications, e-mails, web pages, video, blogs and TV spots in compliance with the Ministry's/Department's vision, goals, and objectives.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of current theories and practices in communications research, planning and strategy and the role of mass media;
- Considerable knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences.
- Considerable knowledge of marketing, public relations, advertising, promotion and other communications methods.
- Considerable knowledge of modern techniques of news gathering and events management.
- Considerable knowledge of new web and social media such as Facebook and Twitter.
- Knowledge of protocol procedures.
- Knowledge of the Constitution of the Republic of Trinidad and Tobago.
- Knowledge of the organisational structure of the Government of Trinidad and Tobago.
- Knowledge of Public Administration.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite, of advanced web design and communications technologies such as web applications, advanced web design, design/illustration software and/or databases.
- Skill in the use of personal computers.
- Skill in conducting research and in conceptual and analytical thinking.
- Skill in writing and editing, including a strong command of English.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to convey complex ideas in an engaging manner with clarity, diplomacy and precision.
- Ability to identify communications-related risks and opportunities and to provide timely feedback and advice to management.
- Ability to think strategically and to analyze and integrate diverse information from varied sources into conclusions and recommendations.
- Ability to plan and organize, including managing the organization of high level meetings and events.
- Ability to plan and organize programmes/projects, high-level meetings and events, and supervise vendors and lower-level staff.
- Ability to work effectively under stress, to prioritize, multi- task within tight deadlines and respond to changing demands.
- Ability to work independently or in a team.
- Ability to establish and maintain effective working relationships with internal / external partners.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum five (5) years' experience in the field of Corporate Communications or Public Relations or Media Relations and Advertising.
- Training as evidenced by a recognised University Degree in Communications Studies or a post graduate Diploma in a related field.



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: CORPORATE COMMUNICATIONS OFFICER

JOB SUMMARY:

The incumbent is required to contribute to the achievement of the communications targets of the Ministry/Department and assist in monitoring their implementation. Duties include coordinating media relations strategies, producing and disseminating materials for communicating information about the Ministry/Department and its services; coordinating the content of the intranet or external website and the production of a quarterly newsletter; disseminating reports and publications; and maintain an updated database of contacts and an effective communication system within the Ministry/Department. Depending on work assignment, the incumbent will be required to perform duties in one or more of the Communications functional areas.

REPORTS TO:	Senior Corporate Communications Officer/designated officer
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SUPERVISION GIVEN TO:	n/a
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DUTIES AND RESPONSIBILITIES:

Strategy and Measurement

- Assists in tracking developments in the Ministry/Department's sector nationally and globally.
- Participates in the design, organisation and implementation of a creative and effective Marketing/Communications Strategy including content management for the Ministry/Department's website ensuring that it is adequately integrated into the Ministry/Department's Operations.
- Participates in the preparation and execution of programmes geared towards educating and informing the Public.
- Conducts research and utilizes other data in the analysis and evaluation of information for the preparation of policy documents, briefs, working papers and presentations.
- Assists with relevant research including but not limited to the conduct of interviews to determine the success and outreach of Information Programmes and initiates corrective action as appropriate.
- Assists in identifying stakeholders needs and proposes relevant engagement strategies.
- Liaises with Media Services to monitor print and electronic media to keep the Ministry/Department informed of developments within the Communications environment.
- Interprets HR policies and procedures to assist clients with queries and concerns.
- Prepares communications reports, Cabinet/Ministerial Notes, internal notes and other documents.

Product and Events

- Develops and implements marketing, media placement and distribution strategies for the Ministry/Department.
- Assists in the production of literature formats such as booklets, posters, brochures for public outreach and sensitisation.
- Assists in the development of information and activities such as health and wellness, safety awareness and other cultural and workplace enhancing projects.
- Performs day-to-day management of the intranet site through the use of a Content Management System, including design, content and technical functions, to ensure that it is useful for staff and that content is

up-to-date, accurate and consistent with the Brand Identity Guide.

- Develops and manages internal communication activities which involve, engage and inform all employees, utilising appropriate communication tools.
- Prepares, develops, writes and edits content for the intranet, staff newsletter, team briefings, noticeboards and other internal communications channels as well as for project briefs.
- Maintains and regularly updates a detailed calendar of events or Forward Diary for the Ministry/Department.

Media and Advertising

- Develops a Media Strategy for each announcement, launch or significant media event.
- Organises and manages press, radio and television interviews.
- Writes a variety of communications (e.g. press releases, personal interest stories, newsletters, etc.) for the purpose of keeping the media and public informed of the activities of the Ministry/Department.
- Coordinates the completion, printing, and distribution of corporate collateral to selected media representatives.
- Drafts appropriate responses to adverse publicity.
- Undertakes research on current web and internet technology and trends in marketing and communications for the purpose of keeping current.
- Monitors national, regional and international news to identify evolving trends and opinions which may impact the work of the Ministry/Department. .
- Monitors media scanning databases and redirects any issues to the relevant authorities.
- Provides media summaries and alerts on breaking news.

Stakeholder Engagement

- Performs protocol duties for the Ministry/Department in accordance with established standards to ensure appropriate etiquette is used in interactions with individuals such as dignitaries and officials.
- Assists in identifying stakeholders' needs and proposes relevant engagement strategies.
- Develops, manages and controls procedures for all internal and external correspondence.
- Researches and assembles information for members of the public.
- Responds to complaints and organisation issues from members of the public.
- Distributes relevant educational material on the activities of the Ministry/Department.
- Creates and updates a database/directory of stakeholders' contact information, profiles and services.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of current theories and practices in communications research, planning and strategy, and the role of mass media.
- Knowledge of media issues, social marketing theory and practice, communications strategies and implementation and behavioural sciences.
- Knowledge of marketing, public relations, advertising, promotion and other communications methods.
- Knowledge of modern techniques of news gathering and release.
- Knowledge of Video Production.
- Some knowledge of the Constitution of The Republic of Trinidad and Tobago;
- Some knowledge of the organisational structure of the Government of Trinidad and Tobago;
- Knowledge of modern techniques of news gathering/event management.
- Knowledge of protocol procedures

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite, HTML, wiki-mark-up, and Adobe Photoshop CSS.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.

	<ul style="list-style-type: none">▪ Ability to plan and organize, and supervise the work of support staff.▪ Ability to communicate at a high-level, both orally and in writing.▪ Ability to establish and maintain effective working relationships with colleagues, members of the media and the public.▪ Proficiency in the use of Microsoft Office Suite
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">▪ Minimum two (2) years' experience in Corporate Communications or Public Relations , including web design and development , preferably in the Public Sector .▪ Training as evidenced by a recognised University Degree in Communications Studies or a related discipline.	

Ref #: A025



Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SPEECH WRITER/ RESEARCHER

JOB SUMMARY:

The incumbent is required to conduct in-depth research and prepare, write and edit executive and other speeches, releases, articles, letters and other communication documents for use by the Ministry/Department. Duties involve researching material for writing assignments; submitting assignments within agreed timelines and ensuring relevance and currency of content.

REPORTS TO:

Head – Corporate Communications or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Writes, edits and prepares a range of documents including speeches, feature addresses, speaking notes, briefs, messages, letters, releases, PowerPoint presentations, articles and other communications documents.
- Researches the materials required for the writing and editing of all speeches/communications documents and provide input for the analysis required for the development, implementation, review and evaluation of new and existing policies.
- Sources information-related issues in reports (local, regional and international), the electronic print and other media at libraries and other archives for reference and record keeping purposes.
- Submits speeches and other communications documents within timelines given.
- Reviews speeches and other communications documents to ensure that information is relevant, up to date and addresses national and other issues as required.
- Maintains indexed archive file of all speeches/communication documents.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of New Media.
- Knowledge of media issues, social marketing theory and practice, communications strategies and behavioural sciences.
- Knowledge of marketing, public relations, advertising, promotion and other communications methods.
- Knowledge of modern techniques of news gathering and release.
- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- Knowledge of Video Production.
- Knowledge of the Constitution of The Republic of Trinidad and Tobago.
- Knowledge of the organisational structure of the Government of Trinidad and

	<p>Tobago.</p> <ul style="list-style-type: none"> ▪ Knowledge of protocol procedures.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Skill in conducting research and in conceptual and analytical thinking. ▪ Skill in writing and editing, including a strong command of English. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to analyze and synthesize data from a wide variety of sources, and summarize in a clear and concise manner. ▪ Ability to pay close attention to detail. ▪ Ability to exercise diplomacy and tact in interacting with others. ▪ Ability to handle multiple assignments simultaneously. ▪ Ability to meet strict deadlines. ▪ Ability to establish and maintain effective working relationships with internal/ external partners.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of 4 years' experience in Mass Communications or Public Relations or a related area, with an emphasis on performing writing and editing duties for senior managerial/executive personnel. ▪ Training as evidenced by a recognised University Degree in Communications Studies or in a related field or a post graduate Diploma in a related field. 	



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: GRAPHIC DESIGNER

JOB SUMMARY:

The incumbent is required to create and produce images, logos, layouts for magazines, newsletters, brochures and other print pieces for the visual conceptualisation and graphic design of projects for the Ministry /Department.

REPORTS TO:

Head – Corporate Communications or designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Produces a wide range of visual material in support of communications programmes, using a range of current software such as In design, Adobe Photoshop and Illustrator, and Quark Xpress.
- Conceptualises, designs and lays out all artwork such as press advertisements, storyboards, flyers, brochures, booklets, file covers, posters, t-shirt prints, programmes and illustrative designs.
- Creates and oversees product design and booth displays.
- Assists in the development of creative concepts as required.
- Advises on the use of relevant materials such as photos and special boards in order to produce final artwork/displays that are suitable in quality and look.
- Oversees the production of external work including pre-press, printers and designers to ensure that required standards are met.
- Attends meetings as required.
- Prepares digital artwork for offset reproduction.
- Prepares Portable Document Format (PDF) files.
- Manages the proper filing and backup of digital artwork.
- Produces audio-visual presentations and takes photographs at Ministry's/Department's events.
- Performs other duties related to the core functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of web usability and graphic design principles and techniques.
- Knowledge of the tools , equipment and materials used in graphic design production.
- Good understanding of an organization's structure as it pertains to the website/intranet information architecture.

SKILLS AND ABILITIES:

- Skill in the use of Microsoft Office Suite, Desktop Publishing software and other software such as Adobe, Photoshop and Illustrator and Quark Xpress.
- Skill in the use of the equipment, tools and materials utilized in graphic design production.

	<ul style="list-style-type: none">▪ Ability to translate ideas into graphic expressions and to create original graphic art design.▪ Ability to use multimedia creatively.▪ Ability to work within set timelines.▪ Ability to communicate effectively, both orally and in writing.▪ Ability to establish and maintain effective working relationships with colleagues and members of the public.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">▪ Minimum two (2) years' experience in graphic design and web management process.▪ Training as evidenced by an Associate Degree in Graphic Design, Communications or a related field.	

**SALARIES AND OTHER TERMS AND CONDITIONS, WHERE APPLICABLE, FOR
APPROVED POSITIONS IN THE CLERICAL/SECRETARIAL, MANIPULATIVE, LEGAL,
HUMAN RESOURCE MANAGEMENT AND COMMUNICATIONS CATEGORIES**

2A

Salaries for approved positions in the Clerical/Secretarial, Manipulative and Human Resource Management Categories

2B

Salaries and other terms and conditions for approved positions in the Legal Category

2C

Salaries for approved positions in the Communications Category

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
CLERICAL/ SECRETARIAL, MANIPULATIVE AND HUMAN RESOURCE CATEGORIES

CLERICAL/SECRETARIAL CATEGORY		
NAME OF POSITION	SALARY	
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016
Business Operations Coordinator <i>with less than 3 yrs service</i>	\$9,250	\$9,850
Business Operations Coordinator <i>with 3 yrs and more but less than 6 yrs service</i>	\$9,650	\$10,300
Business Operations Coordinator <i>with 6 yrs and more service</i>	\$9,850	\$10,500
Business Operations Assistant II <i>with less than 3 yrs service</i>	\$7,500	\$8,000
Business Operations Assistant II <i>with 3 yrs and more but less than 6 yrs service</i>	\$8,200	\$8,750
Business Operations Assistant II <i>with 6 yrs and more service</i>	\$8,700	\$9,300
Business Operations Assistant I <i>with less than 3 yrs service</i>	\$4,750	\$5,150
Business Operations Assistant I <i>with 3 yrs and more but less than 6 yrs service</i>	\$5,100	\$5,500
Business Operations Assistant I <i>with 6 yrs and more service</i>	\$5,400	\$5,800

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
CLERICAL/ SECRETARIAL, MANIPULATIVE AND HUMAN RESOURCE CATEGORIES

MANIPULATIVE CATEGORY		
NAME OF POSITION	SALARY	
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016
Driver/Courier <i>with less than 3 yrs service</i>	\$5,000	\$5,400
Driver/Courier <i>with 3 yrs and more but less than 6 yrs service</i>	\$5,350	\$5,750
Driver/Courier <i>with 6 yrs and more service</i>	\$5,750	\$6,200
Office Support Assistant <i>with less than 3 yrs service</i>	\$4,700	\$5,100
Office Support Assistant <i>with 3 yrs and more but less than 6 yrs service</i>	\$5,000	\$5,400
Office Support Assistant <i>with 6 yrs and more service</i>	\$5,350	\$5,750
Hospitality Attendant <i>with less than 3 yrs service</i>	\$4,300	\$4,650
Hospitality Attendant <i>with 3 yrs and more but less than 6 yrs service</i>	\$4,500	\$4,850
Hospitality Attendant <i>with 6 yrs and more service</i>	\$4,700	\$5,100

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
CLERICAL/ SECRETARIAL, MANIPULATIVE AND HUMAN RESOURCE CATEGORIES

HUMAN RESOURCE MANAGEMENT CATEGORY			
in Ministries and Departments other than where specified			
NAME OF POSITION	SALARY		TRANSPORT ALLOWANCE (per month)
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016	
Manager - Human Resource	\$16,950	\$17,950	\$1,800
Senior Human Resource Analyst	\$14,300	\$15,150	\$1,500
Human Resource Analyst with less than 3 yrs service	\$10,600	\$11,250	N/A
Human Resource Analyst with 3 yrs and more but less than 6 yrs service	\$11,100	\$11,800	N/A
Human Resource Analyst with 6 yrs and more service	\$11,600	\$12,350	N/A

(N/A) Not Applicable

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
CLERICAL/ SECRETARIAL, MANIPULATIVE AND HUMAN RESOURCE CATEGORIES

HUMAN RESOURCE MANAGEMENT CATEGORY			
in the Personnel Department, Service Commissions Department and the Ministry of Public Administration			
NAME OF POSITION	SALARY		TRANSPORT ALLOWANCE (per month)
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016	
Head-Human Resources	\$17,650	\$18,700	\$1,800
Senior Human Resource Specialist	\$15,550	\$16,450	\$1,500
Human Resource Specialist with less than 3 yrs service	\$11,400	\$12,100	\$1,400
Human Resource Specialist with 3 yrs and more but less than 6 yrs service	\$12,300	\$13,050	\$1,400
Human Resource Specialist with 6 yrs and more service	\$12,600	\$13,400	\$1,400

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY

LEGAL CATEGORY					
NAME OF POSITION	SALARY	ALLOWANCES			
	February 15, 2013 to December 31, 2016	Transport Facilities		Subsistence (per day)	Special Allowance (per month)
		Motor Vehicle Loan	Transport Allowance (per month)		
Director Legal Services <i>with 10 yrs to 15 yrs experience as a practicing Attorney- at- Law</i>	\$19,800	\$140,000	\$2,500	\$100	\$2,700
Director Legal Services <i>with more than 15 years experience as a practicing Attorney- at -Law</i>	\$20,100	\$140,000	\$2,500	\$100	\$2,700
Senior Legal Officer <i>with 8 yrs to 10 yrs experience at a practicing Attorney- at -Law</i>	\$19,100	\$140,000	\$2,500	\$100	\$2,500
Senior Legal Officer <i>with more than 10 yrs experience as a practicing Attorney- at- Law</i>	\$19,600	\$140,000	\$2,500	\$100	\$2,500
Legal Officer II <i>with 4 yrs to 6 yrs yrs experience as a practicing Attorney -at- Law</i>	\$15,900	\$140,000	\$2,500	\$100	\$1,500
Legal Officer II <i>with more than 6 yrs experience as a practicing Attorney- at -Law</i>	\$16,300	\$140,000	\$2,500	\$100	\$1,500

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY

LEGAL CATEGORY					
NAME OF POSITION	SALARY		ALLOWANCES		
	February 15, 2013 to December 31, 2016		Transport Facilities		Subsistence (per day)
	1st & 2nd Year of Contract	3 Year of Contract	Motor Vehicle Loan	Transport Allowance (per month)	
Legal Officer I <i>with less than two (2) continuous yrs as a practicing Attorney- at -Law in the service of Government</i>	\$9,600	\$12,400	\$140,000	\$2,200	\$100
Legal Officer I <i>with two (2) and more continuous yrs experience as a practicing Attorney- at -Law in the service of Government</i>	\$12,400	\$12,800	\$140,000	\$2,200	\$100

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY

LEGAL CATEGORY			
NAME OF POSITION	SALARY		TRANSPORT ALLOWANCE <i>(per month)</i>
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016	
Legal Research Officer <i>with less than 3 yrs service</i>	\$8,750	\$9,200	\$800
Legal Research Officer <i>with 3 yrs and more but less than 6 yrs service</i>	\$9,000	\$9,450	\$800
Legal Research Officer <i>with 6 yrs and more service</i>	\$9,250	\$9,700	\$800
Paralegal <i>with less than 3 yrs service</i>	\$7,950	\$8,350	\$800
Paralegal <i>with 3 yrs and more but less than 6 yrs service</i>	\$8,200	\$8,600	\$800
Paralegal <i>with 6 yrs and more service</i>	\$8,450	\$8,850	\$800

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
COMMUNICATIONS CATEGORY

COMMUNICATIONS CATEGORY in Ministry responsible for Government Communications			
NAME OF POSITION	SALARY		TRANSPORT ALLOWANCE <i>(per month)</i>
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016	
Director - Government Communications	\$23,900	\$25,100	\$2,200
Senior Government Communications Specialist	\$19,100	\$20,050	\$2,200
Government Communications Specialist <i>with less than 3 yrs service</i>	\$12,600	\$13,250	\$1,800
Government Communications Specialist <i>with 3 yrs and more but less than 6 yrs service</i>	\$13,000	\$13,650	\$1,800
Government Communications Specialist <i>with 6 yrs and more service</i>	\$13,400	\$14,050	\$1,800

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
COMMUNICATIONS CATEGORY

COMMUNICATIONS CATEGORY in other Ministries and Departments			
NAME OF POSITION	SALARY		TRANSPORT ALLOWANCE <i>(per month)</i>
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016	
Manager - Corporate Communications	\$19,100	\$20,050	\$2,100
Senior Corporate Communications Officer	\$15,900	\$16,700	\$1,800
Corporate Communications Officer <i>with less than 3 yrs service</i>	\$12,100	\$12,700	\$1,500
Corporate Communications Officer <i>with 3 yrs and more but less than 6 yrs service</i>	\$12,450	\$13,050	\$1,500
Corporate Communications Officer <i>with 6 yrs and more service</i>	\$12,800	\$13,450	\$1,500

REVISED SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
COMMUNICATIONS CATEGORY

COMMUNICATIONS CATEGORY in other Ministries and Departments			
NAME OF POSITION	SALARY		TRANSPORT ALLOWANCE <i>(per month)</i>
	February 15, 2013 to December 31, 2013	January 1, 2014 to December 31, 2016	
Speechwriter/ Researcher <i>with less than 3 yrs service</i>	\$13,250	\$13,900	\$1,500
Speechwriter/ Researcher <i>with 3 yrs and more but less than 6 yrs service</i>	\$13,650	\$14,350	\$1,500
Speechwriter/ Researcher <i>with 6 yrs and more service</i>	\$14,050	\$14,750	\$1,500
Graphic Designer <i>with less than 3 yrs service</i>	\$8,100	\$8,650	N/A
Graphic Designer <i>with 3 yrs and more but less than 6 yrs service</i>	\$8,850	\$9,450	N/A
Graphic Designer <i>with 6 yrs and more service</i>	\$9,550	\$10,150	N/A

(N/A) NOT APPLICABLE

**SAMPLE CONTRACTS TO BE UTILIZED FOR THE EMPLOYMENT OF
INDIVIDUALS, ON CONTRACT.**