

# EXPRESSION OF INTEREST

The Public Service Commission (PSC) is in the process of establishing an Assessment Centre to assist in selection to the office of Deputy Director of Personnel Administration, Service Commissions Department and is therefore inviting Expressions of Interest from suitably qualified individuals/firms to assist the PSC in executing this executive recruitment activity.

## Desirable Skills and Qualities

The individual/firm must possess the following:

- Thorough understanding of executive selection/recruitment and relevant tools and methodologies;
- Capacity to develop and execute an Assessment Centre for an executive level selection/recruitment;
- Knowledge of public administration and the organisational structure of the Government of the Republic of Trinidad and Tobago;
- Sound knowledge of Organizational Change Management;
- Sound interpersonal, verbal and written communication skills to facilitate effective interaction with the Service Commissions, the SCD Executive and other stakeholders, where necessary.

The information provided should demonstrate that the individual/firm possesses the skills and capacity to perform the required Scope of Work. Selection will be done based on the assessment of the qualifications, skills, and capacity of interested candidates/firms.

Interested parties are asked to submit a profile (individual/firm) or biosketch(s) detailing qualification (certification and experience), areas of specialisation, contact information, two (2) references (minimum) and other relevant

information. The original and two (2) copies must be placed in one sealed envelope and addressed to:

The Director of Personnel Administration  
Service Commissions Department  
(Attention: Ms. Anastasius V. Creed)  
5<sup>th</sup> Floor, Cipriani Plaza  
52-58 Woodford Street  
Newtown  
PORT OF SPAIN

**“Expression of Interest for the development and execution of an Assessment Centre – Recruitment to the office of Deputy Director of Personnel Administration”**

Envelopes must be deposited in the marked box in the 1<sup>st</sup> Floor Lobby (Woodford Street) no later than 3:45 p.m. (local time) on Thursday 13<sup>th</sup> April, 2017.