



SERVICE COMMISSIONS DEPARTMENT EMPLOYMENT OPPORTUNITIES

EXECUTIVE ASSISTANT TO THE DIRECTOR OF PERSONNEL ADMINISTRATION, SERVICE COMMISSIONS DEPARTMENT **(1 POSITION)**

The Director of Personnel Administration invites applications from suitably qualified officers in the Department for the office of Executive Assistant to the Director of Personnel Administration for employment on contract, for a period of two (2) years in the Service Commissions Department.

The incumbent will be required to provide management support to the Director of Personnel Administration, thus facilitating effective monitoring and co-ordination of various activities and initiatives of the office of the Director of Personnel Administration.

KEY DUTIES AND RESPONSIBILITIES

- ❖ Supports the Director of Personnel Administration in the execution of his/her duties.
- ❖ Performs in-depth investigation and extensive research on matters engaging the Director of Personnel Administration.
- ❖ Prepares draft analytical reports and correspondence, including status reports, speeches, presentations for meetings and seminars and other documents.
- ❖ Monitors decisions and directives of the Director of Personnel Administration.
- ❖ Plans, organizes, compiles, collates, analyses and presents data on subjects as requested or envisaged.
- ❖ Preparation of Notes for Cabinet and Commissions, reports, working papers, Minutes, Agenda, invitation and other correspondence.
- ❖ Prepares responses to correspondence.
- ❖ Edit correspondence and reports submitted to the Director of Personnel Administration.

- ❖ Assists with the tracking of work activities and the progress of on-going projects and programmes.
- ❖ Assists in the gathering, collating, classifying and storing of data/correspondence for subsequent easy retrieval.
- ❖ Edits correspondence and reports submitted to the Director of Personnel Administration.
- ❖ Liaises internally with staff, and externally with staff of other Ministries and Departments, public and private organizations both local and foreign in the gathering of data and dissemination of information as circumstances dictate.
- ❖ Represents the Service Commissions Department at meetings, seminars, functions, Boards and Committees.
- ❖ Monitors and reports on the progress and implementation of decisions.
- ❖ Submits recommendations on matters researched for the Director of Personnel Administration.
- ❖ Performs related work as required.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS

Experience (18 months to 4 years) in the public sector management systems and training as evidenced by a Degree from a recognized university with bias towards Human Resource Management, Public Sector or Business Management; or any equivalent combination of experience and training.

TERMS AND CONDITIONS OF EMPLOYMENT

Salary and other Terms and Conditions of Employment will be determined by the Chief Personnel Officer, Personnel Department.

SUBMISSION OF APPLICATIONS

Applications including Curriculum Vitae giving details of relevant qualifications and experience together with copies of all certificates and (2) references should be submitted to the Human Resource Management Unit through Heads of Section no later than **15th March, 2019** to:

ATTENTION: SENIOR HUMAN RESOURCE OFFICER,
HUMAN RESOURCE MANAGEMENT UNIT
SERVICE COMMISSIONS DEPARTMENT
CIPRIANI PLAZA
59-61 CIPRIANI BOULEVARD
PORT OF SPAIN

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.

Applications submitted without the following are deemed incomplete and unsuitable;

- **Applicant's signature**
- **Date of application**
- **Copy of Birth Certificate attached (computerized only)**
- **Legible and clearly printed copies of:**
 - **Relevant academic qualifications**
 - **Documentation showing proof of citizenship (if not born in Trinidad and Tobago)**
 - **Documentation from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad.**